

PACAFDIR90-222

BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES

PACAF DIRECTORY 90-222

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Command Policy

LOGISTICS QUALITY ASSESSMENT/SUPPLY

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Certified by: HQ PACAF/LGS (Col William L. George)

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This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklists implement AFD 90-2, Inspector General-The Inspection System. It applies to wing level and Regional Supply Squadron Supply operations. This directory supports guidance in AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) to the US Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual Unit Self-Assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by higher headquarters during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

The attached Mission Performance Checklist represent key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing and regional level, Supply operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

### ***SUMMARY OF REVISIONS***

Updated references. Responsibilities are identified as follows: (B) = base, (R) = RSS, (R/B) = both. New or revised material is indicated by an (\*).

**1.** *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

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Assistant Director of Logistics

1 Attachment

\*Supply Mission Performance Checklist

**\*Attachment 1**  
**SUPPLY MISSION PERFORMANCE CHECKLIST**

**A1.1. WEAPON SYSTEM SUPPORT**

**A1.1.1. MISSION SUPPORT SECTION (MSS)** (AFMAN 23-110, Volume 2, Part 2)

A1.1.1.1. (R/B) (#) Does the MSS use MICAP procedures to secure mission essential parts and equipment to maintain mission capability? (Chapter 17, Paragraph 17.1)

A1.1.1.1.1. (R/B) Do Mission Support personnel investigate all possible avenues to resolve a MICAP condition to include checking for interchangeable and substitutes (ISG), Due In From Maintenance (DIFM) details, time change (TCG), bench stocks, Readiness Spares Packages (RSP), Supply Points, and next higher assembly? (Chapter 17, Paragraphs 17.3 and 17.8), (PACAF 23-206, Chapter 9, Paragraph 9.1.2 and 9.2)

A1.1.1.1.2. (R) Do WESTPAC bases attempt lateral support within WESTPAC (to include the Support Center Pacific (SCP)) first prior to requisitioning from the applicable depot? (Chapter 17, Paragraph 17.8.1.3, PACAF Sup 1)

A1.1.1.1.3. Are lateral support and depot requisitions active for the same MICAP requirement at the same time? (Chapter 17, Paragraph 17.8.4)

A1.1.1.1.4. (R/B) (#) Are Mission Support personnel using the MICAP Asset Sourcing System (MASS) to process all transactions when the system is operational? (Chapter 17, Paragraph 17.3.1, PACAF Sup 1 and Part 9)

A1.1.1.1.5. (R/B) (#) Do MASS comment records reflect all actions taken to satisfy MICAP conditions, i.e., telephone follow-ups to the source of supply, lateral support attempts, updated status received, and any other information which provides the customer, as well as supply personnel, a complete picture of actions taken and current status to date? (Part 9, Chapter 3, Attachment C-28)

A1.1.1.1.6. (R/B) (#) Does the data contained in the DGWE40 MICAP Asset Report, to include MILSTRIP status and bullet/comment record, reflect current information? (Part 9, Chapter 2, Attachment B-8)

A1.1.1.1.7. (R/B) (#) Is the MASS/SBSS Reconciliation Program (DGWE10) reviewed daily for discrepancies between MASS and the SBSS? (Part 9, Chapter 2, Attachment 2B-5)

A1.1.1.1.7.1. (R/B) Are all discrepancies identified by an asterisk (\*) corrected timely? (Part 9, Chapter 2, Attachment B-5)

\*A1.1.1.1.8. (R) (#) Does the PACAF RSS MICAP supervisor determine the incidents requiring a problem item analysis and provide that information to the Requirements Element? (Chapter 17, Paragraph 17.18.1, PACAF Sup 1)

\*A1.1.1.1.9. Does the Requirements Element take appropriate action until the asset posture improves? (Chapter 17, Paragraph 17.18.1, PACAF Sup 1)

**A1.1.2. AWP MANAGEMENT** (AFMAN 23-110, Volume 2, Part 2)

A1.1.2.1. (R) (#) Is the D19 used to monitor and improve the status of AWP requirements? (Chapter 17, Paragraph 17.25)

\*A1.1.2.2. Does the AWP monitor receive approval and disposition instructions for nonexpendable items from the item manager prior to items being shipped NRTS code 4? (Chapter 17.22.4 and 17.28)

A1.1.2.3. (B) Are actions being taken by the base to obtain the bits and pieces to repair the item? (PACAFI 21-101, Paragraph 3.6)

\*A1.1.2.3.1. (R) (#) Does the AWP monitor use MASS to source worldwide assets for possible lateral support of bits and pieces? (Chapter 17.24.2, and Table 17B6.1. #21 AWP Checklist)

\*A1.1.2.3.2. (B) (#) If lateral support is unsuccessful, is cross-cannibalization of parts considered to make as many serviceable assets as possible? (PACAFI 21-101, Paragraph 3.6, Chapter 17, Table 17B6.1, #20 AWP Checklist)

\*A1.1.2.3.3. (R) Is AWP supply assistance correspondence initiated to the SOS after 30 days of unacceptable/bad status? (Chapter 17, Table 17B6.1, #24 AWP Checklist)

\*A1.1.2.3.4. (#) After the above efforts have been made, is a supply assistance request sent to MAJCOM detailing actions taken to satisfy the requirements? (Chapter 17, Table 17B6.1)

\*A1.1.2.3.4.1. Also, does the message include the number of units AWP, and how many MICAPs resulted due to the AWP? (Chapter 17, Table 17B6.1, #25 AWP Checklist)

\*A1.1.2.4. (#) Are AWP bits and pieces upgraded to MICAP when the repair of the end item would satisfy a MICAP condition, and the end item is not MICAP? (Chapter 17, Table 17B6.1, #18 AWP Checklist)

#### A1.1.3. **READINESS SPARES PACKAGES** (AFMAN 23-110, Volume 2, Part 2) (B)

A1.1.3.1. (#) Is the War Readiness Section or the Inspection Section conducting quarterly reviews on shelf-life items maintained in the RSPs? (Chapter 26, Paragraph 26.8.2)

A1.1.3.1.2. (#) Are functional check assets processed IAW Chapter 26, Paragraph 26.9 and Chapter 14, Paragraph 14.40?

A1.1.3.1.3. (#) Are Consumable Readiness Spares Packages (CRSP) established and maintained for all units authorized an airborne MRSP/IRSP? (Chapter 26, Paragraph 26.85.1, PACAF Sup 1)

A1.1.3.1.3.1. (#) Is the AFLMA Automated Consumable Readiness Spares Package (ACRSP) program used as the primary source for determining CRSP authorizations? (Chapter 26, Paragraph 26.85.2, PACAF Sup 1)

A1.1.3.1.3.2. (#) Is a Base Level Review between Maintenance and the War Readiness Section being conducted? (Chapter 26, Paragraph 26.85.5.2.1, PACAF Sup 1)

A1.1.3.1.3.3. (#) Are out-of-cycle changes to CRSP authorizations encouraged and forwarded to HQ PACAF/LGSW for approval? (Chapter 26, Paragraph 26.85.6, PACAF Sup 1)

A1.1.3.1.4. (#) Are all personnel involved in RSP combat capability assessments familiar with DMAS? [NOTE: This duty may be assigned to the Supply Readiness Control Center (SRCC).] (Chapter 2, Paragraph 2.7.5)

A1.1.3.1.5. (#) Are RSP assets containing hazardous material (such as aircraft batteries) stored and handled properly? (Chapter 26, Paragraph 26.8.3)

A1.1.3.1.5.1. Stored in accordance with AFJMAN 23-210?

A1.1.3.1.5.2. Segregated from the peacetime operating stock?

A1.1.3.1.5.3. Identified as MRSP assets?

A1.1.3.1.6. (#) Are War Reserve Materiel (WRM) reconciliation's processed to ensure authorizations are correctly loaded in the SBSS? (Chapter 26, Paragraph 26.72)

A1.1.3.1.7. (#) Are complete inventories conducted within 10 working days whenever a WRM kit or package returns from a deployment? (Chapter 26, Paragraph 26.13)

A1.1.3.1.8. Are RSP authorizations, serial numbers, and increments properly loaded? (Chapter 26, Paragraph 26.17)

A1.1.3.1.9. If used, has the global freeze code option on the control configuration update mass screen, or the 100 percent floor on the kit control record (fill rate) been approved by HQ PACAF and HQ USAF? (Chapter 26, Paragraph 26.14)

A1.1.3.1.10. Is the kit fill rate on the kit control record loaded as 01 (zero one) unless otherwise approved by HQ PACAF/LGS? (Chapter 26, Attachment 26B1 notes 10, 15)

A1.1.3.1.11. Are MRSP assets segregated from POS? (AFMAN 23-110, Volume 1, Part 1, Chapter 14, Paragraph 14.20.3)

A1.1.3.1.12. Is a current S07 listing (input list option) properly maintained for each RSP loaded? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.71)

A1.1.4. **REPAIR CYCLE SECTION/FLIGHT SERVICE CENTER** (AFMAN 23-110, Volume 2, Part 2) (B)

A1.1.4.1. (#) Is the Repair Cycle Activity maintaining a brisk repair cycle by maintaining accurate computer records on location and status changes for all assets? (Chapter 24, Paragraph 24.3)

A1.1.4.1.1. (#) Is the D23, Repair Cycle Asset Management list, reviewed daily to manage DIFM assets, identify outdated status, and identify potential discrepancies? (Chapter 24, Paragraph 24.19 and PACAFI 23-203 Paragraph 4.6.2)

A1.1.4.1.1.1. Contact customers on all "Issued" DIFM assets in OAM status with excessive days (3 day maximum)? (PACAFI 23-203, Paragraph 4.6.4)

A1.1.4.1.1.2. Assets which reflect "TIN" status, location status of "FSC" or "RPC", or any other status indicating the asset is in supply reconciled daily (3 day maximum)? (PACAFI 23-203, Paragraph 4.6.3)

A1.1.4.1.1.3. Is Base Supply Repair Cycle Activity the central point of contact for maintenance activities, which cannot update their DIFM status? (Chapter 24, Paragraph 24.19 and 24.20)

A1.1.4.1.2. (#) Are Lean Logistics and 2LM turn-ins processed immediately? (PACAFI 23-203, Paragraph 4.4.1.1)

A1.1.4.1.3. (#) Are turn-ins for serviceable assets processed within two hours and then moved to appropriate warehouse within two hours after processing? (PACAFI 23-203, Paragraphs 4.4.1.1 and 4.4.2)

A1.1.4.1.3.1. (#) Is the MS Avionics and the Flying Squadron Support Section (FSSS) contacted immediately for MICAP DORs resulting from serviceable turn-ins? (PACAFI 23-203, Paragraph 4.4.2)

A1.1.4.1.3.2. Is the MS Avionics and the FSSS contacted within 30 minutes for all other DORs resulting from serviceable turn-ins? (PACAFI 23-203, Paragraph 4.4.2) Eielson

A1.1.4.1.4. (#) Is a Time Compliance Technical Order (TCTO) reconciliation conducted monthly with applicable maintenance activities? (Chapter 24, Paragraph 24.60.1 and PACAFI 23-203, Paragraph 6.1.10)

A1.1.4.1.5. (#) Is the mandatory semiannual Supply Point reconciliation being conducted? (Chapter 24, Paragraph 24.31.1)

A1.1.4.1.6. Is the TCTO kit monitor familiar with MICAP procedures for removal of material from a TCTO? (Chapter 24, Paragraph 24.62.2)

A1.1.4.1.7. Does anyone other than the combat operations support officer and maintenance control officer approve the establishment of a supply point? (Chapter 24, Paragraph 24.22.1)

A1.1.4.1.8. Are any XB3 items on supply points? If so, has the combat operations support officer approved the item(s)? (Chapter 24, Paragraph 24.22.3)

A1.1.4.1.9. What action does the supply point monitor take with a F025 management notice? (R/O<requirements) (Chapter 24, Paragraph 24.25)

A1.1.4.1.10. Is the supply point monitor aware of using "TRN" procedures for fast moving assets versus MSIs? (Chapter 24, Paragraph 24.28.2)

A1.1.4.1.11. Does the FSC LM monitor process Non-Base Civil Engineering (BCE) local manufacture requisitions as follows? (Chapter 9, Attachment B-1)

A1.1.4.1.11.1. Ensure the statement "Price must be provided by fabrication activity" is on the DOR.

A1.1.4.1.11.2. Determine if repair shop has all the information needed to make the item? If not, obtain it.

A1.1.4.1.11.3. Has records maintenance changed the nomenclature when maintenance has the necessary samples for future requirements?

A1.1.5. **AIRCRAFT PARTS STORES (APS)** (PACAFI 23-203) (B)

A1.1.5.1. (#) Does the APS effectively manage a decentralized warehouse for on-equipment spares?

A1.1.5.1.1. Is the ACC214 (COSO Effectiveness Report) or equivalent local program being used to identify potential new adds to the parts store, and is this report maintained for 90 days? (PACAFI 23-203, Paragraph 3.4)

A1.1.5.1.2. Does the APS act as the central post-post processing point for supported maintenance work centers when the SBSS is down for extended periods? (PACAFI 23-203, Paragraphs 3.2.4, 3.2.5, 3.2.6, and 3.5.3)

A1.1.6. **SUPPLY/MAINTENANCE INTERFACE** (PACAFI 21-101) (B)

A1.1.6.1. (#) Are Intermediate Repair Enhancement Program (IREP) meetings held at least quarterly to evaluate current aircraft weapons system resource status and repair activities which affect base level repair efforts? (PACAFI 21-101, Paragraph 23.64 & 23.66), (AFMAN 23-110, Volume 2, Part two, Chapter 2, Paragraph 2.8.1 & 2.8.2)

A1.1.6.1.1. IREP meeting topics vary based on local requirements but should include key elements of asset management and cost associated with maintenance stock fund divisions. Suggested IREP meeting topics are as follows: (Paragraph 23.65)

A1.1.6.1.1.1. Asset Profile. (Chapter 23, Paragraph 23.65.1)

A1.1.6.1.1.2. Test Station Equipment Profile. (Chapter 23, Paragraph 23.65.2)

A1.1.6.1.1.3. Wing self-sufficiency Initiatives. (Chapter 23, Paragraph 23.65.3)

A1.1.6.1.1.4. Top MICAPs. (Chapter 23, Paragraph 23.65.4)

A1.1.6.1.1.5. High Cost Maintenance. (Chapter 23, Paragraph 23.65.5)

A1.1.6.1.1.6. Top CANN Items. (Chapter 23, Paragraph 23.65.6)

A1.1.6.1.1.7. Unit Aircraft Engine Status Review. (Chapter 23, Paragraph 23.65.7)

A1.1.6.1.1.8. Critical AGE Review. (Chapter 23, Paragraph 23.65.8)

A1.1.6.1.1.9. Repair Cycle Bottlenecks. (Chapter 23, Paragraph 23.65.9)

A1.1.6.1.1.10. Awaiting Parts Management (AWP)? (Chapter 23, Paragraph 23.65.10)

A1.1.6.1.1.11. Support Center Pacific (SCP).

A1.1.6.1.1.12. Repairable Stock Fund update.

A1.1.6.1.2. Does the MSL prepare documentation for the IREP forum? (Chapter 5, Paragraph 5.2.14)

A1.1.6.3. Does the Maintenance Supply Liaison (MSL) provide support to work centers not operating within the guidelines of PACAFI 23-203? (Chapter 5, Paragraph 5.2.2)

A1.1.6.4. Does MSL advise and assist maintenance and supply training sections in developing and applying Combat Oriented Supply Organization (COSO) and other SBSS training needs for personnel assigned to maintenance organizations? (Chapter 5, Paragraph 5.2.3)

A1.1.6.5. Does the LG MSL act as the focal point to coordinate and consolidate the load of direct NRTS flags, ensure OG/LG approval, distribute to Records Maintenance, and conduct a semiannual review with the repair shop using the Q04/D23? (Chapter 5, Paragraph 5.2.6)

A1.1.6.6. Does the LG MSL act as the focal point for the functional check program within maintenance? (Chapter 5, Paragraph 5.2.7)

A1.1.6.7. Does the MSL assist in the preparation/submission of change requests for MRSP/IRSP requirements and maintain a suspense file of submissions? (Chapter 5, Paragraph 5.2.10)

A1.1.6.8. Does the MSL review available supply management products to monitor the flow of repair cycle assets and identify potential problem items? (Chapter 5, Paragraph 5.2.11)

A1.1.6.9. Does the MSL actively participate in the TCTO program? (Chapter 5, Paragraph 5.2.12)

A1.1.6.10. Are supply rejects which occur over CAMS terminals cleared by the affected work center? (Chapter 2, Paragraph 2.5)

**A1.2. SUPPLY SUPPORT (B)****A1.2.1. HAZARDOUS MATERIAL (HAZMAT) PHARMACY PROGRAM (HPP)**

A1.2.1.1. Is the Hazardous Material Pharmacy (HAZMART) effectively participating in the HPP by managing the authorization, procurement, issue and tracking of all HAZMAT required for mission accomplishment? (AFI 32-7086, Paragraph 2.1)

A1.2.1.2. (#) As a component of the HAZMAT Pharmacy Program (HPP), how is the HAZMART ensuring only the smallest quantities are issued while still meeting mission requirements? (AFI 32-7086, Paragraph 2.1.3)

A1.2.1.3. (#) How does the HAZMART track HAZMAT usage on the installation? How are satellites and sister services included in this process? (AFI 32-7086, PACAF Sup 1, Paragraph 2.2.5.1)

A1.2.1.4. (#) Is protective equipment and emergency facilities effectively maintained and used to prevent exposure to HAZMAT? (AFOSH Standard 91-31)

A1.2.1.5. How long does the HAZMART maintain completed copies of AF Form 3952? (AFI 32-7086, PACAF Sup 1, Paragraph 2.3.4.5.1)

A1.2.1.6. (#) Are all HAZMAT requests being processed through SG, CE, and SE prior to issue using an AF Form 3952? (AFI 32-7086, Paragraph 2.6.4.9)

A1.2.1.7. (#) How are priority HAZMAT requirements validated with the work center to ensure only valid mission essential requests are honored? (AFI 32-7086, PACAF Sup 1, Paragraph 2.6.4.9)

A1.2.1.8. (#) Is all HAZMAT properly identified to prevent inadvertent procurement and issue of unauthorized material? (AFI 32-7086, Paragraph 2.6.4.10)

A1.2.1.9. Is the HAZMART processing only serviceable excess HAZMAT returns from customers? (AFI 32-7086, PACAF Sup 1, Paragraph 2.6.4.14.1)

A1.2.1.10. (#) Is the HAZMART preparing and submitting all appropriate environmentally related funding requirements through the HMMP team to CE for inclusion in the A-106 system? (AFI 32-7086, Paragraph 2.6.4.16)

A1.2.1.11. (#) Does the HAZMART have an effective shelf-life program? (AFMAN 23-110, Volume 2, Part 2, Paragraph 14.33.3.1)

A1.2.1.12. (#) Is an AF Form 2032 being used to update shelf-life material? (AFMAN 23-110, Volume 7, Part 3, Paragraph 1.7) Is the use of the SLED and QSL being maximized to ensure shelf-life extension when possible? (AFMAN 23-110, Volume 7, Part 3, Paragraph 1.11 and Volume 2, Part 2, Chapter 14, Paragraph 14.33.7)

A1.2.1.13. Are HAZMAT containers, drums, tanks, and lines being inspected on a monthly basis? How long are results being maintained? (AFMAN 23-110, Volume 7, Part 3, Paragraph 1.10.6)

A1.2.1.14. (#) Are storage and handling guidelines for compressed gas cylinders being adhered to IAW T.O. 42B5-1-2, Paragraph 11-3?

A1.2.1.15. Are compressed gas cylinders identified with two tags (DD Form 1574), one tag identifying the contents and the other identifying the cylinder? (T.O. 42B5-1-2, Paragraph 11-2.a)

A1.2.1.16. (#) Is the DD Form 1574 over stamped "MT" to indicate cylinder contents have been exhausted? (T.O. 42B5-1-2, Paragraph 11-2.a)

A1.2.1.17. (#) Is hydrostatic testing performed on cylinders IAW T.O. 42B5-1-2, Section VII?

A1.2.1.18. (#) Are all compressed gas cylinders being leak tested upon receipt and once every 12 months while in storage? (T.O. 42B5-1-2, Section VIII)

\*A1.2.1.19. Is good housekeeping maintained? (AFMAN 23-210, Chapter 6, Paragraph 56C.

A1.2.2. **STOCK CONTROL SECTION** (AFMAN 23-110, Volume 2, Part 2, Chapters 9 and 19)

A1.2.2.1. (R/B) What management tools and key indicators are used by Stock Control to measure and maintain the effectiveness of customer support?

A1.2.2.2. (R/B) (#) Do all due-outs have corresponding due-in?

A1.2.2.3. (R/B) Are urgency of need "A" and "B" due-outs being reviewed weekly? (Chapter 9, Sec E)

A1.2.2.4. (R) Does Stock Control monitor the Materiel Obligation Validation (MOV) program? (Chapter 9, Sec M)

A1.2.2.5. (B) (#) Is effective research action taken to correct 356 rejects (Due-in detail not loaded) in a timely manner? (Chapter 9, Paragraph 9.10.6.3) [NOTE: This is a coordinated process with Receiving Section.]

A1.2.2.6. (R/B) (#) When a Numeric Parts Preference Code 3 (condemned) is loaded, are all necessary actions accomplished? (Chapter 19, Paragraph 19.19.3.8.2, Chapter 27, Paragraph 27.91.6.2)

A1.2.2.7. (B) (#) Is the M37, Local Purchase Open Item List being worked? (Chapter 9, Paragraph 9.118)

A1.2.2.8. (B) (#) Is the Tracer Action Required (TAR) program effectively managed? (Chapter 9, Sec L)

A1.2.2.8.1. (B) Are Supply Discrepancy Reports (SDRs) submitted for items identified on the SDR listing? (Chapter 9, Sec O)

\*A1.2.2.8.2. (B) Is the Stock Control maintaining a consolidated suspense file for SDRs? (Chapter 9, Paragraph 9.142.3)

A1.2.2.9. (R) (#) Were all alternative measures exhausted before an adjusted stock level was loaded in the SBSS? (Chapter 19, Paragraph 19.31)

A1.2.2.10. (R) Is the adjusted stock level program managed effectively? (Chapter 19, Paragraph 19.31)

A1.2.2.10.1. (R) Are timely follow-up actions taken place on request for adjusted stock level approvals? (Chapter 19, Paragraph 19.35)

A1.2.2.10.2. (R)(#) Is the adjusted stock level validation with the requesting activity accomplished at least every two years using the R35 program? (Chapter 19, Paragraph 19.39)

A1.2.2.11. (R) (#) Is the ISSL review conducted using the R35, Option 1? (Chapter 19, Paragraph 19.41)

A1.2.2.11.1. Is the supported activity contacted to determine if the system or end item is still supported? (Chapter 19, Paragraph 19.41)

A1.2.2.12. (R) Has a problem item analysis program been established and have corrective actions been taken to solve the problem? (Chapter 19, Paragraph 19.11)

A1.2.2.13. (R/B) (#) Is the excess program managed effectively? (Chapter 19, Sec F)

\*A1.2.2.14. (R) (#) Are special requirements flag "R" requirements justified by letter and approved by the Stock Control Officer after coordination by the funds manager? (Chapter 9, Paragraph 9.12.5)

\*A1.2.2.14.1. Are approved letters of justification retained on file in Stock Control? (Chapter 9, Paragraph 9.12.5 and 9.12.5.4)

A1.2.3. **INVENTORY SECTION** (AFMAN 23-110, Volume 2, Part 2, Chapter 20) (B)

A1.2.3.1. (#) Are classified assets properly managed and inventoried at required intervals? (Chapter 20, Paragraph 20.15; AFM 23-110, Volume I, Part One, Chapter 6)

A1.2.3.2. (#) Is a semiannual inventory being conducted on all weapons that are accounted for on item records and details? (Chapter 20, Paragraph 20.16)

A1.2.3.3. (#) Are the procedures, followed for conducting the semiannual weapons inventory? (Chapter 20, Paragraph 20.16.4)

A1.2.3.4. (#) Are inventory discrepancies analyzed to determine causes and recommend corrective action? (Chapter 20, Paragraph 20.11)

A1.2.3.5. (#) Is an analysis of inventory adjustments and discrepancies performed at least semiannually? (Chapter 20, Paragraph 20.14)

A1.2.3.6. Are special inventories conducted to correct out-of-balance conditions? (Chapter 20, Paragraph 20.40.2.)

A1.2.3.7. Are items added to the critical item management system inventoried? (Chapter 20, Paragraph 20.5.4.1)

A1.2.3.7.1. Is the inventory conducted no later than five days after the Inventory Section receives the 1GP output document that identifies new critical items requiring inventory? (Chapter 20, Paragraph 20.5.4.1)

A1.2.3.7.2. Are custody receipt accounts (CA/CRL) inventoried when requested by the organization commander or staff agency director? (Chapter 20, Paragraph 20.5.4.2)

A1.2.3.7.2.1. Has the organization commander or staff agency director justified the request for inventory by citing specific discrepancies that cannot be resolved? (Chapter 20, Paragraph 20.5.4.2.)

A1.2.3.7.3. Are items that have been upgraded with controlled item code inventoried? (Chapter 20, Paragraph 20.5.4.3. and 20.18)

A1.2.3.7.4. At the directions of the COS or a higher authority? (Chapter 20, Paragraph 20.5.4.4)

A1.2.3.7.5. Does Inventory provide Inspection with the data necessary or provide the proper validation and corrective action for items needing a FCH? (Chapter 20, Paragraph 20.20.1)

A1.2.3.7.6. Do all unresolved discrepancies that meet the criteria for further research have a DD Fm 200 (Report of Survey) with a control number assigned to support the IAD? (Chapter 20, Paragraph 20.12.2)

A1.2.4. **FUNDS MANAGEMENT** (AFMAN 23-110, Volume 2, Part 2 unless noted otherwise)

\*A1.2.4.1. (R) Was coordination established to ensure Category II/IIA and III/IIIA satellite accounts, when directed, were included in the computer support base stock fund program? (Chapter 2, Paragraph 2.23.2)

\*A1.2.4.2. (R) Is coordination being affected between SMAG operating programs and base level OOB expense authority? (Chapter 2, Paragraph 2.23.13.2)

\*A1.2.4.3. (R) Is historical data compiled for trend analysis of the SMAG operation? (Chapter 2, Paragraph 2.23.4)

\*A1.2.4.4. (R) Does the Funds Manager analyze supply reports and financial data to provide COS a report of the actual SMAG operation in relation to projected operations? (Chapter 2, Paragraph 2.23.5)

A1.2.4.5. (R) Do Funds Management personnel develop the SMAG Operating Programs for submission to the major command and prepare required monthly GSOP analysis reports? (Chapter 2, Paragraph 2.23.3)

A1.2.4.6. (R) Do Funds Management personnel prepare and manage the operating budget for the RSS Commander responsibility center and cost centers? (Chapter 2, Paragraph 2.23.6 and PACAFI 23-206, Paragraph 6.1.13)

\*A1.2.4.7. (R/B) Does the Funds Manager monitor the following data using specific reports and listings? (Chapter 2, Paragraph 2.23.8 and Volume 2, Part 10, Chapter 1, Paragraph 34.)

A1.2.4.7.1. (R) Hi-Value Due-ins (M01)? (Chapter 2, Paragraph 2.23.8.1)

A1.2.4.7.2. (B) Obligated Due-outs (M36)? (Chapter 2, Paragraph 2.23.8.2)

A1.2.4.7.3. (R) Sales and Obligations (D08)? (Chapter 2, Paragraph 2.23.8.3). Is the SMAG Materiel Acquisition Status Report (D08/GV975) used to review the status of actual obligations/commitments program versus the total financial authority from the operating program? (Part 10, Chapter 1, Attach B-8, Paragraph B8.1)

A1.2.4.7.4. (R/B) LP and MILSTRIP Research and Follow-up List (M37)? (Chapter 2, Paragraph 2.23.8.4)

A1.2.4.7.4.1. Is the Funds Manager receiving the local purchase (LP) and MILSTRIP research and follow-up list?

A1.2.4.7.4.2. Are all actions required on the M37, RNB Follow-up due in 30 days and MILSTRIP FAE/FAF/FTP Follow-up List portions of the M37 completed within 10 workdays?



A1.2.4.7.4.3. Is the Funds Manager annotating the RNB portion of the M37 and coordinating corrective action taken with A&F? (Chapter 9, Paragraph 9.104) (NOTE: Per PACAFI 23-206, Paragraph 6.3.2, LP portion is handled at base level and the MILSTRIP RNDI portion is worked by the RSS).

\*A1.2.4.7.5. (R) D32, SMAG FIA Code Listing? (Volume 2, Part 10, Chapter 1, Paragraph 34.1.6)

\*A1.2.4.7.6. (R) M20, SMAG Stratification Report? (Volume 2, Part 10, Chapter 1, Paragraph 34.1.11)

A1.2.4.7.7. (R) Free Issues and Credit Code Y Turn-ins (D20)? (Chapter 2, Paragraph 2.23.9) Does Funds Management review the Base Supply Surveillance Report (D20) to show the authority for free issues, credit turn-ins, and free shipments? (Part 10, Chapter 1, Attach B-9, Paragraph B9.2.2 and Chapter 15, Paragraph 15.23.2.2)

A1.2.4.7.7.1. (R) Does the Funds Manager return the original request to Stock Control indicating approval or disapproval of the free shipment? (Chapter 15, Paragraph 15.23.2.3)

A1.2.4.8. (R) Does the Funds Manager annotate approval or disapproval on copy one of AF Form 2005 for credit code "Y" turn-ins? (Part 10, Chapter 1, Paragraph 1.23.1.2) NOTE: Free Issues of DRMO, COPARS, Gold Flag, and Credit Turn-Ins for Individual Equipment as well as MDR/QDR are approved at base level. (V2, P2, Chap 9, Paragraph 9.14.4.2., V2, P2, Chap 19, Paragraph 19.8.4.2., PACAFI 23-206, Paragraph 6.2.9., and V2, P10, Chap 1, Paragraph 1.23.1.2.)

\*A1.2.4.9. (R) Does the Funds Manager review special level requests for approval/disapproval with Stock Control's assistance to determine impact on the SMAG? (Chapter 2, Paragraph 2.23.11))

A1.2.4.10. (R) Does the Funds Manager review all GLAs on the trial balance for abnormal balances or excessive update? (Volume 2, Part 10, Chapter 1, Attachment C-1, Paragraph C1.1.15)

\*A1.2.4.11. (B) Are locally funded equipment items (NF) with a unit cost of \$100,000? or more funded by major procurement appropriation (573080) assigned fund code 17 and budget code "Z"? (Chapter 9, Paragraph 9.18.4.1.1)

A1.2.4.12. (B) Does Funds Management monitor funds provided to base level for purchase of investment equipment obtained from the DLA, GSA, commercial sources, or other sources (ERRCD NF, unit price \$100,000 or more (3080 funds))? (Chapter 2, Paragraph 2.23.7.1-4)

\*A1.2.4.13. (R) Do Funds Management personnel maintain surveillance on the impact of program generated non-reimbursable issues on the SMAG operating program? (Chapter 2, Paragraph 2.23.12)

A1.2.4.14. (R/B) Do Funds Management personnel assist A&F personnel in clearing A001 through A999 reject/management notices upon request? (Chapter 2, Paragraph 2.23.13.14)

\*A1.2.4.15. (B) Is the FWG advised of the status of the Working Capital Fund, affects of customer purchase to date, and SMAG projections based upon OOB availability? (Part 10, Chapter 1, Paragraph 1.10.2)

A1.2.4.16. (R) Has the application of Material Acquisition Control Records (MACR) been coordinated with Stock Control personnel and Chief of Supply? (Part 10, Chapter 1, Paragraph 1.28.1)

A1.2.4.17. (R) Is the MACR Factor Analysis Report (R45) along with the SMAG Stratification Program (M20) used in developing MACR factors? (Part 10, Chapter 1, Paragraph 1.31.1)

A1.2.4.18. (R) Is the MACR Factor Analysis Program (R45) run whenever analysis of the SFOP obligations to sales ratio dictates requisitioning restrictions are necessary? (Part 10, Chapter 1, Paragraphs 1.34.1.17.2 and 1.34.17.3)

A1.2.5. **WAR READINESS MATERIEL (WRM)** (All references pertain to PACAFI 25-101 unless otherwise noted)

A1.2.5.1. (B) Is the Chief of Supply or his/her delegate a member of the base WRM Review Board? (Chapter 1, Paragraph 1.42.1)

A1.2.5.2. (B)(#) Are WRM commodities afforded the same quality of storage as peacetime assets? (Chapter 9, Paragraph 9.5) Stored as specified in Table 9.2?

A1.2.5.3. (B)(#) Are shelf life items managed properly? (AFMAN 23-110, Volume 2, Part 2, Chapter 14, Paragraph 14.33) (Chapter 9 Paragraph 9.10)

A1.2.5.3.1. (B)(#) Are oils and hydraulic fluid stored by type, batch/lot, and pack date and issued on a first-in-first-out basis? (Chapter 9, Paragraph 9.14.7)

A1.2.5.4. (B)(#) Are WRM commodities being rotated with peacetime operating stocks to prevent waste and assure WRM serviceability? (Chapter 9, Paragraph 9.10)

A1.2.5.5. For (B)(#) WRM commodities stored by supply, are they periodically inspected to ensure serviceability? (Chapter 3, Paragraph 3)

\*A1.2.5.1. Are those commodities on maintenance/inspection schedule with applicable maintenance unit? (Chapter 3, Paragraph 3.3.2)

A1.2.5.6. (B) Is management for each type of WRM equipment functionally segregated? (Chapter 4, Paragraph 4.4 and Table 4.1)

\*A1.2.5.7. (B)(#) Is host base supply accomplishing the following within 20 duty days upon receipt of new WPARR authorization document (Chapter 4, Paragraph 11)

\*A1.2.5.7.1. Review for JU candidates.

\*A1.2.5.7.2. Determine functional users to perform equipment custodian duties.

\*A1.2.5.7.3. Chair WPARR reconciliation meeting and within 10 workdays publish meeting minutes.

\*A1.2.5.7.4. Identify excess and shortages.

\*A1.2.5.7.5. Ensure both WPARR equipment and expendable authorizations are loaded and complete.

A1.2.5.8. (B) Does each functional user (equipment custodian) perform duties specified in AFMAN 23-110, Volume 2, Part 2, Chapter 22, Section 22C to ensure all authorizations are accounted for and in serviceable condition?

A1.2.5.9. (R/B) Are responsible functional elements ensuring no WPARR assets are turned in, transferred, requisitioned, or deleted without prior coordination/approval from HQ PACAF/LGSW? (Chapter 4, Paragraph 4.28.2)

A1.2.5.10. (B)(#) Was every effort expended to ensure the WPARR authorization could not be satisfied through joint use (JU) application? (AFI 25-101, Chapter 4, Paragraph 4.8.3)

A1.2.5.11. (B) Are WPARR excesses identified and list provided to applicable NAF to attempt redistribution within the AOR (must await disposition instructions from HQ PACAF/LGSW for remaining excess)? (Chapter 4, Paragraphs 4.11.1.2 and 4.31)

\*A1.2.5.11.1 (B/R) Are excess WRM equipment transferred to separate details with "H000" loaded in the WRM composition code field, use code D? (Chapter 4.11.1.2, HQ PACAF interim change 00-01 12 Mar 99)

A1.2.5.12. (B) Are lists of WPARR shortages identified to applicable NAF? (Chapter 4, Paragraphs 4.11.1.3)

A1.2.5.12.1. (R) Do personnel await authority from HQ PACAF/LGSW to requisition equipment base level shortages? (Chapter 4, Paragraph 4.32)

A1.2.5.12.1.1. (R) Is priority 03/BT used for equipment shortages? (Chapter 4, Paragraph 4.32.1)

A1.2.5.12.1.2. (R)(#) Is appropriate project code utilized? (Chapter 4, Paragraph 4.32.1)

A1.2.5.13. (B)(#) Are WRM monitors ensuring the base Supply Management Activity Group (SMAG) forwards a list of new and increased budget coded 9 WRM requirements each quarter to the command stock fund manager for consolidation? (Chapter 4, Paragraph 4.44, Chapter 12, Paragraph 12.4)

A1.2.5.13.1. Do WRM monitors ensure the shortages are identified with supportability code "F" and ensure the shortages are accurate? (Chapter 4, Paragraphs 4.44, Chapter 12, Paragraph 12.4.2, and AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.6.5.2)

- A1.2.5.14. (R/B) Are AF Form 601, automated AFEMS request (TACR), AF Form 1032, message, letter, or electronic mail being used to request changes to the WPARR authorizations? (Chapter 4, Paragraph 4.13)
- A1.2.5.15. (R/B) Are WRM monitors familiar with the following applicable codes used to identify WPARR authorizations? (Chapter 4, Paragraphs 4.23-4.26)
- A1.2.5.15.1. Use code
  - A1.2.5.15.2. Using/storing command code
  - A1.2.5.15.3. WRM composition code
  - A1.2.5.15.4. WRM base code
  - A1.2.5.15.5. Budget code (paragraph 4.44)
  - A1.2.5.15.6. Allowance source code (AFMAN 23-110, Volume 2, Part 2, Chapter 26, and Paragraph 26.64)
  - A1.2.5.15.7. Supportability code (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.21)
  - A1.2.5.15.8. Project Code (paragraph 4.32.1)
- A1.2.5.16. (B/R)(#) Are assets lost, damaged, destroyed, condemned (beyond economical repair) or used during exercise/disaster relief replaced and requisitioned when details are cleared (i.e., MSI/ISU, Report of Survey, inventory adjustment, etc.)? (Chapter 4, Paragraph 4.34)
- A1.2.5.17. (B) Are those budget code 9 WRM items used during JCS directed exercises requisitioned using the exercise fund cite? (Chapter 10, Paragraph 10.8.10)
- A1.2.5.18. (B) If budget code 9 equipment items were lost or destroyed is the owning account providing the funds to replace the item? (AFMAN 23-110 Vol II, Part Two, Chapter 20, Paragraph 20.25.1)
- A1.2.5.19. (B) Are budget code 9 WRM items projected for condemnation (i.e., lumber, oil, etc.) reported as an initial requirement? (Chapter 4, Paragraph 4.34 and AFMAN 23-110, Volume I, Part Three, Chapter 6)
- A1.2.5.20. (B)(#) Is physical inventory of WRM equipment accomplished upon transfer of accountability (new custodian), upon receipt of new authorization document, or upon return from deployments (exercises/disaster relief)? (Chapter 4, Paragraph 4.35)
- A1.2.5.21. (B)(#) Is WRM expendable, as a minimum, inventoried once every two years or immediately upon return from a deployment? (Chapter 4, Paragraph 4.35 and AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.68.3)
- A1.2.5.22. (B) Is a copy of request of waiver on file for WRM assets not feasible for rotation? (Chapter 4, Paragraphs 4.39 and 4.42 for exceptions)
- A1.2.5.23. (B) Is the Transportation Squadron the responsible agency for packing and crating requirements of WRM assets (WRM composition code H226)? Are shelf-life items (i.e., batteries) being rotated to avoid deterioration? (Chapter 4, Paragraph 4.47)
- A1.2.5.24. (B)(#) Are WRM rapid runway repair (RRR) sets managed and maintained by the base civil engineer and placed on separate equipment account? (Chapter 4, Paragraph 4.53.1)
- A1.2.5.25. (B)(#) Are the following actions taken for the deployment of WRM in-use equipment and WRM spares? (AFMAN 23-110, Volume 2, Part 2, Chapter 22.66 and Chapter 26.67)
- A1.2.5.25.1. Obtain appropriate approval for request of peacetime use (i.e., WRMPM, HQ PACAF/LG, or HQ USAF).
  - A1.2.5.25.2. Host Chief of Supply will retain property accountability for short-term deployment.
  - A1.2.5.25.3. Determine what ("shopping list") to be deployed.
  - A1.2.5.25.4. Assign deployed routing identifier. MILSTRIP routing identifier is recommended so MAJCOMs and Air Staff have total asset visibility in AFEMS.
  - A1.2.5.25.5. Normal EAID/MRSP transfer procedures apply and ensure to assign deployment indicator of "D."

A1.2.5.25.6. Ensure all deployed assets are returned in full and in serviceable condition.

A1.2.5.25.7. Ensure funds are loaded citing the exercise or deployment.

A1.2.5.25.8. Report of Survey (DD Form 200) prepared for EMC 3 and alpha budget code shortages. Copy of Report of Survey forwarded to Inventory Section as auditable document to be filed with the M10 for inventory adjustments (IAD).

A1.2.5.26. (B) Is excess WRM consumable reported to NAF for redistribution within the AOR then to HQ PACAF LGS/LGX for disposition instructions for the remaining excess? (Chapter 5, Paragraph 5.11)

A1.2.5.27. (B) Are the excess quantities transferred to separate details with "X000" loaded in the pseudo base code and alternate storage location fields? (Chapter 5, Paragraph 5.11)

A1.2.5.28. (B) Are the excess consumable stored, maintained, controlled, and reported as WRM until disposition instructions are provided by HQ PACAF LGS/LGX? (Chapter 5, Paragraph 5.11)

A1.2.5.29. (B)(#) Are WRM monitors ensuring rotation of aircraft and engine oils with peacetime stock? (AFMAN 23-110, Volume 2, Part 2, Chapter 14, Paragraph 14.33.6.2)

A1.2.5.30. (B)(#) Are "W" details only established for authorized items? (Chapter 5, Paragraphs 5.17.1 and 5.17.2) [Note: Type "W" details are not required for Fuels/subsistence items.]

A1.2.5.31. (B) Are PWSP monitors identified/appointed by the Chief of Supply? (Chapter 5, Paragraph 5.16.2)

A1.2.5.32. (B)(#) Has the capability been developed to ensure WRM Consumable can be delivered on base to their point of intended use during wartime? (Chapter 5, Paragraph 5.21.3)

A1.2.5.33. (B)(#) Do WRM supply monitors have access to the Air Force Equipment Management System (AFEMS) C001? Are the monitors familiar with the respective screens to inquire and process WRM requests/transactions? (AFMAN 23-110, Volume 2, Part 2, Chapter 22, Paragraph 22.5.5 and Attachments 22A1-A1)

A1.2.5.34. (R)(#) Do WRM supply equipment monitors take appropriate actions upon receipt of F229 management notice? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Attachment 26L-13)

A1.2.5.35. (B) Is the Inspection of the Chief of Supply responsible for controlling and updating WRM assets that require TOC/TCTO? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.8, DOD 5100.76-M, Chapter 4)

A1.2.5.36. (B)(#) Do bases outside the Korean Peninsula that are storing housekeeping and/or kitchen sets maintain at least one housekeeping and one kitchen in an air transportable configuration? (Chapter 4 Paragraph 4.2.2)

A1.2.5.37. (B) Are WRM commodities to include packing containers, storage location, and facility marked with the WRM triangle? (Chapter 9 Paragraph 9.18)

A1.2.6. **EQUIPMENT MANAGEMENT** (AFMAN 23-110, Volume 2, Part 2, Chapter 22)

A1.2.6.1. (B/R) (#) Is the Q-10, Equipment Out-of-Balance Listing, produced monthly, and does EMS take aggressive action to ensure custodians complete required turn-in or authorization actions? (Chapter 22, Paragraph 22.23)

A1.2.6.2. (R) Does EMS annotate the Q-10 listing with actions taken? (Chapter 22, Paragraph 22.23)

A1.2.6.3. (B) Are inventory discrepancies being reconciled with the host supply activity prior to signing the updated CA/CRL? (Chapter 22, Sections C and D)

A1.2.6.4. (B) Are reports of survey submitted if required?

A1.2.6.5. (B) (#) Does base supply have an effective, comprehensive training program for organizational account custodians? (Chapter 22, Sec C)

A1.2.6.6. (B) Does base ELO ensure an annual inventory is accomplished on CA/CRL accountable equipment and ensure the CA/CRL are signed and dated within 15 workdays, and do the custodians use this document to

perform an inventory to validate all line item entries? (Chapter 22, Sections A and C, Attachment A-1, Paragraph 22.33, Part 13, Paragraphs 1.17 and 8.5.2.7)

A1.2.6.7. (B) (#) Does EMS maintain deployed equipment accountability documents in the CA/CRL folders until the equipment returns? (Chapter 22, Paragraphs 22.64 through 22.68)

A1.2.6.8. (B) (#) Does EMS validate, with the primary custodian, all equipment items that have been deployed over 120 days?

A1.2.6.9. (B) Are SPRAM inventories being conducted annually and a signed copy of the SPRAM listing (R25/GV893) returned to Equipment Management within 15 days? Does EMS follow-up if the listing is not returned within 15 days? (Chapter 22, Paragraph 22.197)

A1.2.6.10. (B) Are SPRAM items loaded on K details? Are SPRAM issues processed with activity code "D" project code "428" and demand code "I"? (Chapter 22, Paragraphs 22.191.1 and 22.195.2.2)

A1.2.6.11. (B) Is EMS personnel familiar with procedures for deployment of SPRAM assets? (Chapter 22, Paragraph 22.199)

A1.2.6.12. (R/B) Does EMS monitor WRM and mobility requirements, reporting, AFI 25-201 logistical support agreements, and forecasted equipment changes? (Chapter 2, Paragraph 2.70.5.1)

A1.2.6.13. (R) Does EMS correct errors identified by the AFEMS (C001) as rejects/variances in accordance with Chapter 22? (Chapter 2, Paragraph 2.70.5.3.2)

A1.2.6.14. (R/B) Are all War Reserve Material (WRM) and Mobility Requirements IAW AFI 25-201 for equipment authorizations on hand, on order or included in an appropriate budget document? (Chapter 2, Paragraph 2.70.5.1)

A1.2.6.15. (R) Do all mobility equipment in-use detail records reflect use code A? (Chapter 22, Paragraph 22.72)

A1.2.6.16. (B) Does EMS process a 1RB581 to list the items identified for deployment and provide five copies to the custodian? (Chapter 22, Paragraph 22.64.3.1.3)

A1.2.6.17. (B) When notified of a deployment or transfer, does EMS comply with the procedures in Chapter 22, Paragraph 66 or 68? (Chapter 22, Paragraph 22.64.4)

**A1.2.7. MATERIAL STORAGE AND DISTRIBUTION** (AFMAN 23-110, Volume 2, Part 2) (B)

\*A1.2.7.1. Does a thorough inspection program exist for all assets stored in supply activities? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.23.2 and PACAF Sup1, AFMAN 23-110, Vol ii, Part Two, Chap 14)

\*A1.2.7.2. Does Supply have an effective shelf-life program?

\*A1.2.7.3. Is a computer program (i.e., NGV401) produced at least quarterly and annotated by inspection personnel to indicate items that are outdated or require issue/disposition before next inspection? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.33.)

\*A1.2.7.3.1. Are shelf-life items properly identified and tagged and extensions documented on AF Form 2032? (AFMAN 23-110, Vol 7, Part Three, Chap 1, Para 1.7.)

\*A1.2.7.3.2. Are containers, drums, tanks, lines, and other equipment used in the storage of chemicals and chemical products are inspected monthly? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.33.)

\*A1.2.7.4. Does Supply have an effective warehouse surveillance program? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.23.)

\*A1.2.7.5. Does Supply have an effective warranty/guaranty program? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.24.5)

\*A1.2.7.6. Does Supply have an effective Time Compliance Technical Orders (TCTO) program? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.28)

\*A1.2.7.7. Does Supply have an effective Functional Check program? (AFMAN 23-110, Vol II, Part Two,

Chap 14, Para 14.23)

\*A1.2.7.8. Does Supply work with the wing Precious Metals Recovery Program (PMRP) Manager to ensure Supply roles and responsibilities are adhered to and precious metals are economically recovered? (AFMAN 23-110, Vol VI, Chap 4, and AFI 31-209)

\*A1.2.7.9. Does Supply ensure ESD items are handled as specified in TO 00-25-234? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.39.)

A1.2.7.10. Are organizational refusals processed IAW AFMAN 23-110, Vol II, Part Two, Chap 14, Para 26?

\*A1.2.7.11. Are assets in-checked IAW AFMAN 23-110, Vol I, Part One, Chap 4 and 5 and Vol II, Part Two, Chap 10, Para 10.3.6)

\*A1.2.7.12. Are hold bays or tote boxes clearly marked to store receipts and materiel in until they are processed?

\*A1.2.7.12.1 Are separate hold bays or tote boxes will be marked and used to store priority 01-08 property? (AFMAN 23-110 Vol II, Part Two, Chap 10, Para 10.3.2)

\*A1.2.7.13. Does the receiving supervisor ensure property is processed through receiving quickly? Do receiving personnel check hold bays and tote boxes daily and follow-through on suspected delays of materiel movement? (AFMAN 23-110 Vol II, Part Two, Chap 10, Para 10.5.1)

\*A1.2.7.14. Are Local Purchase (LP) items managed and processed per instructions in AFMAN 23-110 Vol II, Part Two, Chap 10, Para 10.3.4)

\*A1.2.7.14.1. Do local purchase receipts get prompt handling to take advantage of discounts and to avoid interest payments? (AFMAN 23-110 Vol II, Part Two, Chap 10, Para 10.38.4)

\*A1.2.7.15. Are classified receipts given priority processing? (AFMAN 23-110, Vol II, Part Two, Chap 10, Para 31.2)

\*A1.2.7.15.1. Is there a US citizen present when a foreign national receives, stores, inspects, or handles CCI assets? (AFMAN 23-110 Vol II, Part Two, Chap 10, Para 10.4.2 CAUTION)

\*A1.2.7.15.2. Is Records Maintenance notified when classified items are received but the controlled item code on the item record does not correspond to the security classification marked on the documentation? Record Maintenance is responsible for determining and assigning the correct controlled item codes. (AFMAN 23-110 Vol II, Part Two Chap 14, Para 14.37.2)

\*A1.2.7.15.3. Are all copies of source documents stamped or handscripted in red ink with the words, "CLASSIFIED ITEM"? (AFMAN 23-110, Vol I, Part One, Chap 19, Para 19.2. and Vol II, Part Two, Chap 10, Para 10.31.)

\*A1.2.7.16. Is there a list of all due-ins available and is it in requisition number sequence? (AFMAN 23-110, Vol II, Part Two, Chap 10, Para 10.3.3)

\*A1.2.7.17. Does the flight reject monitor ensure rejects are worked and cleared in a timely manner? (AFMAN 23-110 Vol II, Part Two, Chap 7, Para, 9.2.4, and Chap 10, Para 25)

\*A1.2.7.18. Are Supply Discrepancy Reports (SDRs) submitted for over/short discrepancies, misidentified property, unacceptable substitutes, receipts of funded overshipments (other than local purchase), and receipts of unsuitable or suspect items? (AFMAN 23-110, Vol I, Part One, Chap 5, Para 70 and Vol II, Part Two, Chap 10, Section 10B)

\*A1.2.7.18.1. Are SDRs forwarded to Stock Control to ensure effective program management? (AFMAN 23-110, Vol II, Part Two, Chap 9, Para 142.3)

\*A1.2.7.19. Are elastomeric items issued using first-in-first-out (FIFO) procedures except for issues filling MSK, MRSP, or WRM issues? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.20.1)

\*A1.2.7.20. Does Storage and Issue Element issue oldest items first if they are under the dated item Control?

(AFMAN 23-110, Vol II, Part Two, Chap 2, Para 2.82.)

\*A1.2.7.21. Are Electrostatic Sensitive Devices (ESD) stored in individually packaged units and are they stored/stacked in a manner that will not cause damage? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.14.16)

\*A1.2.7.21.1. When ESD is stored, do storage and issue personnel post instructions to warehouse personnel to inform them that the anti-static bag may be ONLY opened in an approved protective workstation? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.14.16 NOTE)

\*A1.2.7.22. Do storage personnel prepare a warehouse location validation scheduled for each fiscal year to ensure all assigned locations are validated at least once a year? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.62.1)

\*A1.2.7.22.1. Do Storage and Issue personnel complete the scheduled warehouse validation within 10 workdays of the start of a complete or sample inventory? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.62.2)

\*A1.2.7.23. Does Storage and Issue Element store communications-computer system project materiel according to Chapter 35? (AFMAN 23-110, Vol II, Part Two, Chap 2, Para 2.82.)

\*A1.2.7.24. Are bin labels attached in a neat and uniform manner? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.4.)

\*A1.2.7.25. Is good housekeeping maintained? (AFMAN 23-210, Chap 6, Para 56c)

\*A1.2.7.26. Are bench stocks established, maintained, and reviewed in coordination with supported activities? (AFMAN 23-110, Vol II, Part Two, Chap 2, Para 83 and Chap 25)

\*A1.2.7.27. Does the COS have an effective warehouse security program to ensure proper control of supplies and equipment? (AFMAN 23-210, Chap 3, Sec VIII)

\*A1.2.7.27.1. Is materiel in warehouses or in transit afforded proper security to prevent pilferage and protection from the elements to prevent damage? (AFJMAN 23-210, Chap 3, Para 3-57 and 3-59 and AFMAN 23-110, Vol II, Part Two, Chap 10, Para 31)

\*A1.2.7.28. Are pilferable and sensitive items provided adequate protection? This should not be stored in the same area with classified material. However, when instances require them to be stored together, the entire storage area will be classified.

\*A1.2.7.28.1. Have lock and key custodians been designated for the classified warehouse? (AFI 31-401, Chap 5, Para 5.21.)

\*A1.2.7.28.2. Is an effective key and lock control system established and monitored regularly for security purposes? (AFJMAN 23-210, Chap 3, Section VIII, Para 3.57b.(7))

\*A1.2.7.28.3. Do lock and key custodians use AF Form 2427, Lock and Key Control Register, to identify and keep track of keys? (AFI 31-401 Para 5.21)

\*A1.2.7.28.4. Is there a secure delivery storage area available for in-transit classified and sensitive items? (AFJMAN 23-210 Para 3-59)

\*A1.2.7.28.5. Is the receipt-for-classified-property-listing that identifies customers and supply personnel who are authorized to handle classified items used to control access to classified items? (AFMAN 23-110, Vol II, Part 2, Chap 10, Para 10.31. and Chap 14 Para 14.55.) (N/A for SATS bases)

\*A1.2.7.28.6. Is Receiving ensuring adequate security is afforded to classified items during receiving operations? Supply personnel cannot leave them unattended except when they are secured in the classified storage area. (AFMAN 23-110 Vol II Part Two Chap 10, Para 10.31.2 and 10.31.4 and AFJMAN 23-210, Chap 3, Para 3-59)

\*A1.2.7.28.7. Are classified items kept separate from other materiel? Are classified items provided adequate protection? (AFJMAN 23-210, Chap 3, Para 3-59)

\*A1.2.7.28.8. Are effective controls of visitors in place? If required, are Visitor Log sheets and distinguishing identification badges for assigned warehouse personnel and authorized visitors being utilized? If not required, what system is in-place to sign-in and identify both warehouse personnel and authorized visitors? (AFMAN 23-110, Vol I, Part One, Chap 10, Para 10.274)

\*A1.2.7.28.9. Has a training program been developed and maintained to assure that warehouse personnel challenge any unauthorized visitors discovered in the area? As a minimum, the training program will include: authorized visitation procedures, visitors recognition, escorting visitors, challenge procedures and reporting requirements, and actions to be taken if visitors fail to respond to challenge. (AFMAN 23-110, Vol I, Part One, Chap 10, Para 10.274)

\*A1.2.7.28.10. When available facilities do not permit geographic separation of small arms into separate buildings, then, storage is permitted in buildings where pilferable or sensitive items are stored. When this occurs, does a locked security cage, fencing, or other acceptable means separate small arms from pilferable items? (AFJMAN 23-210, Chap 3, Section VIII, Para 3-60)

\*A1.2.7.28.11. Are security checks of the classified storage (vault) made daily, and is Standard Form 702 annotated accordingly? (AFI 31-401, Par 5.12)

\*A1.2.7.29. **PICKUP AND DELIVERY OPERATIONS (Non-Reengineered bases only) (B)**

\*A1.2.7.30. Do Pickup and Delivery personnel ensure protection of property while in transit? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.53.)

\*A1.2.7.31. Do delivery personnel ensure only authorized personnel sign for equipment and supplies? AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.55.2)

\*A1.2.7.32. Is the Classified Receipt Listing available at the delivery destination so that the Pickup and Delivery driver can readily identify the individual authorized to sign for classified property? (AFMAN 23-110 Vol II, Part Two, Chap 14, Para 14.55. Note) (N/A for SATS bases)

\*A1.2.7.33. Are all vehicle operators performing daily/weekly vehicle inspections utilizing applicable AF Form 1800, Operator's Inspection Guide and Trouble Report? (AFI 24-301 Para 1.2.5.3.)

\*A1.2.7.34. Does Pick and Delivery personnel process organization refusals properly? (AFMAN 23-110, Vol II, Part Two, Chap 14, Para 14.57.)

**A1.2.8. MOBILITY BAG MANAGEMENT (PACAFI 23-204) (B)**

A1.2.8.1. Are appropriate shop codes being used for Mobility Bags? (PACAFI 23-204, Paragraph 7)

A1.2.8.2. (#) Has the Wing Logistics Plans Flight in concert with the CE Readiness Flight and unit deployment managers determined deployment bag requirements, and authorizations forwarded to HQ PACAF/LGSWI not later than 1 December each year? (PACAFI 23-204, Paragraph 9)

A1.2.8.3. (#) Are A and A-1 bags maintained for each deployment position tasked to deploy? (PACAFI 23-204, Paragraph 9.1.3.1)

A1.2.8.4. (#) Are enough B bags available for each deployment position tasked to deploy to locations that meet ASC 016 criteria for climatic zones II and III? (PACAFI 23-204, Paragraph 9.1.3.2)

A1.2.8.5. (#) Are C and C-1 bags maintained for each deployment position tasked to deploy to high and medium chemical threat areas? (AFI 23-226, Paragraph 2.6.1 and PACAFI 23-204, Paragraph 9.1.3.3)

A1.2.8.6. (#) Is a 10 percent back-up stock maintained for "C" and "C-1" deployment bag authorization to offset problems created by tariff sizing? (PACAFI 23-204, Paragraph 8)

A1.2.8.7. Are A, A-1, and B bags stored in base supply or at the using organizations? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.43.1 and PACAFI 23-204, Paragraph 10)

A1.2.8.8. (#) Are C and C-1 bags centrally stored in Base Supply Mobility Section/IEE, bulk stored in Collective Protective Facilities/Bulk Storage Facilities, or issued to authorized individuals? (PACAFI 23-204, Paragraph 10)



A1.2.8.9. (#) Are all C and C-1 bags being accounted for using the Mobility Automated Inventory and Tracking System (MAITS) or the Mobility Inventory Control and Accountability System (MICAS)? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.43.3 and PACAFI 23-204, Paragraph 10)

A1.2.8.10. (#) Upon return from deployment, is each bag with a broken seal inventoried and shortages identified expensed appropriately? (PACAFI 23-204, Paragraph 12.2.5)

\*A1.2.8.11. (#) Are annual mobility bag inventories conducted and results filed in the mobility section? (PACAFI 23-204, Paragraph 12.3)

\*A1.2.8.12. Is Anti-Virus software installed in MAITS/MICAS and is the AFLMA disaster/recovery plan implemented? (PACAFI 23-204, Paragraph 12.4)

A1.2.8.13. (#) Are quarterly MAITS/MICAS reports being submitted to HQ PACAF/LGSWI due to arrive not later than the 5th January, April, July and October? (PACAFI 23-204, Paragraph 14.3)

\*A1.2.8.14. Is a hard copy of the Quarterly MAITS/MICAS report signed by the COS and maintained in the mobility/IEE section? (AFMAN 23-110, Volume 2, Part 2, Chapter 26, Paragraph 26.45.2 and PACAFI 23-204, Paragraph 14.3)

A1.2.8.15. (#) Is a 10 percent backup stock of masks available (based on most stringent tasking)? (PACAFI 23-204, Paragraph 15.3)

A1.2.8.16. Has a REX 4 been assigned to all gas masks stock numbers? (PACAFI 23-204, Paragraph 15.3.1)

A1.2.8.17. (#) Are gas masks quantities reflected in MAITS/MICAS? (PACAFI 23-204, Paragraph 15.3.2)

A1.2.8.18. Are gas masks repair kits available and expensed properly? (PACAFI 23-204, Paragraph 15.3.3.5)

A1.2.8.19. Is the information from the locally devised form updated into MAITS/MICAS ASAP but NLT three duty days? (PACAFI 23-204, Paragraph 16.2)

A1.2.8.20. (#) Have local procedures been developed to ensure shelf-life information is passed on to all personnel and instructions provided on how to dispose of expired assets when required? (T.O.00-20K-1, AFI 23-226, Paragraph 6.5, and PACAFI 23-204, Paragraph 16.3)

A1.2.8.21. Is HQ PACAF/LGSWI contacted for redistribution of excess items prior to funding of shortfalls? (AFI 23-226, Paragraph 4.9.2, 4.11.1, and PACAFI 23-204, Paragraph 16.5)

A1.2.8.22. Are all CWDE items having a shelf-life requisitioned with advice code "2G"? (PACAFI 23-204, Paragraph 29.1)

A1.2.9. **COMPUTER OPERATIONS/REMOTE PROCESSING STATION (RPS)** (AFMAN 23-110, Volume 2, Parts 2 & 4)

A1.2.9.1. (R/B)(#) Is the Terminal Security Manager producing a list, at least quarterly, and forwarding copies to flights/satellites, and ensuring copies are returned annotated with the changes? (Part 4, Chapter 2, Paragraph 2.21.)

A1.2.9.2. (R/B) (#) Are copies of program changes, advance documentation, and difficulty report (DIREP) information being provided to the Procedures and Analysis Section, Accounting and Finance, and Satellite accounts if applicable? (Part 4, Chapter 2, Paragraph 2.3.2)

A1.2.9.3. (R) (#) Has a schedule been established for requirement's computation, follow-up, and file status? (Part 4, Chapter 2, Paragraph 2.62)

A1.2.9.4. (R/B) (#) Have all means of research and normal SBSS inputs or a series of inputs (such as file maintenance, reverse post, or inventory adjustments) been accomplished before altering or deleting records using Forced Record Alteration (FIX) program NGV299? (Part 4, Chapter 3, Paragraph 3.27)

A1.2.9.4.1. (R/B) Is a document reflecting both the BEFORE and AFTER image printed for each record altered or deleted? (Part 4, Chapter 3, Paragraph 3.29)

A1.2.9.4.2. (R/B) Are all copies of the FIX document annotated with an explanation of why an alteration was made and did the Management and Systems officer or COS sign the statement? (Part 4, Chapter 3, Paragraph 3.29)

A1.2.9.5. (R/B) Are program jacket files maintained for each local recurring program and does each file contain run instructions for the program? (Part 4, Chapter 15, Paragraph 15.2.1)

A1.2.9.6. (R)(#) Are the following linkage checks processed at least at the specified frequency? (Part 2, Chapter 7, Attachment 7F-1(R742 management notice), Part 4, Chapter 2, Section 2O and Paragraph 2-45, and Part 4, Chapter 3, Paragraphs 3.25,3.41, and 3.44)

VERIFY/GV-x	Weekly
VERIFY/CTHx	Weekly
NDA500	Each crossover on Secondary DB & Weekly for ALL areas on Primary DB
VERIFY/CALCx	7 days prior to EOM or EOQ and/or Bimonthly (Every 2 Months)
VERIFY/CALC-CTHx	7 days prior to EOM or EOQ and/or Bimonthly (Every 2 Months)
NGV024	Monthly
NGV027	Weekly

A1.2.9.7. (R)(#) Does the RPS scheduler prepare a monthly forecast of all known computer requirements to be run the following month? (Part 2, Chapter 5, Paragraph 5.3.3.1)

A1.2.9.7.1. (R) Is the forecast prepared and distributed by the 10th workday of the month? (Part 2, Chapter 5, Paragraph 5.3.3.1)

A1.2.9.8. (R)(#) Are RPS/Remote Job Entry Terminal System (RJETS-II) teleprinter output printouts (or equivalent) checked daily to ensure proper and successful completion of initialization, requisition date change, releveing, reject and management notices, inline/EOD restarts, end-of-night (EON) processing, and recoveries? (Part 2, Chapter 2, Paragraph 2.27.18)

A1.2.9.9. (R/B)(#) Has a viable documented RPS training program been established? (Part 2, Chapter 2, Paragraphs 2.27.3. and 2.27.4)

A1.2.9.10. (R)(#) Is the Supply Interface System (SIFS) monitor on a daily basis tracking the correct transmittal of all packets, reception of inbound traffic, ensuring the integrity of the SIFS databases, reviewing and clearing all "residue" daily, ensuring the correct processing of required SIFS runs, and conducting training of RPS personnel? (Part 4, Chapter 4, Paragraph 4.5)

A1.2.9.10.1. (R) Is the SIFS monitor coordinating with the local database manager at the Defense Mega Center (DMC) to ensure SIFS user files loaded to the SIFS Control Records is not deleted during various disk management functions? (Part 4, Chapter 4, Paragraph 4.5)

A1.2.9.11. (B) Does the RPS room have limited access, which includes operations and supervisory personnel, personnel authorized by the COS or personnel accompanied by an authorized person? (Part 4, Chapter 2, Paragraph 2.14)

A1.2.10. **INDIVIDUAL EQUIPMENT ELEMENT** (AFMAN 23-110, Volume 2, Part 2, Chapter 23)

A1.2.10.1. Do all items have an NSN on them to ease checkout process for both the customer and the IEE clerk? (Paragraph 23.4.3.223.23.4)

A1.2.10.2. Has the commander/designated representative signed the issue request letter, and does it contain the name, SSN, and AFSC of the individual receiving the item? (Paragraph 23.24.2.2.1)

A1.2.10.3. (#) Are applicable Controlled Multiple Address Letters (CMAL) maintained IAW most recent index? (Paragraph 23.25.523.7.1.5.5)

A1.2.10.4. Upon receipt of property, does IEE notify the customer that the item is in, and must be picked up within 10 workdays or property will be returned to stock? (Paragraph 23.27.1.3, 27.2)

Is appropriate action taken when advised a customer is unavailable due to an extended absence, TDY, leave, hospitalized, etc.? (Paragraph 23.7.1.7.2)

\*A1.2.10.5. Has the COS implemented effective procedures to clear all outgoing personnel from the base (Paragraph 23.31.1)

\*A1.2.10.6. Are standard warehousing procedures followed? (Paragraph 23.39)

\*A1.2.10.7. Is the stockroom inventoried September and March each year? (Paragraph 23.50)

A1.2.11. **DEMAND PROCESSING** (AFMAN 23-110, Volume 2, Part 2) (B)

A1.2.11.1. (#) Is Demand Processing being notified when issue requests result in a warehouse refusal? Are they notified upon completion of special inventory and reverse-post actions? Is immediate action taken to re-input the request to effect issue of the item or establishment of a due-out? (Chapter 11, Paragraph 11.53 and Chapter 14, Paragraph 14.13)

A1.2.11.2. Are preserialized forms used to determine next available serial number? Is copy 2 of AF Form 2005 used to maintain control of the original copy if it leaves the section? (Chapter 11, Paragraph 11.4.1.2)

A1.2.11.3. (#) Are all personnel knowledgeable in demand post-post procedures? (Chapter 32, Paragraph 32.4 and 32.5)

A1.2.11.4. Is a monthly and semiannual review of all Bench Stocks accomplished? (Chapter 25, Paragraph 25.23.1)

A1.2.12. **RECORDS MAINTENANCE** (AFMAN 23-110, Volume 2, Part 2)

A1.2.12.1. (R/B) Does Records Maintenance maintain suspense files for inputs and follow-up to ensure prompt and accurate processing? (Chapter 2, Paragraph 2.59.3.4)

A1.2.12.1.1. (B) Is the stock list change suspense file being disposed of upon verification with D04? (Chap 27, Paragraph 27.39)

A1.2.12.1.2. (R/B) Is the freeze code suspense file in NSN sequence? (Chap 27, Paragraph 27.104.1)

A1.2.12.2. (R/B) Does Records Maintenance personnel research and prepare inputs to add, change, or delete organization, routing identifier, exception phrase, shipping destination, Standard Reporting Designator (SRD) table, and FSC and MMC records? (Chapter 2, Paragraph 2.59.3.9.1, .2, .3, .4, .5, .6, .7)

A1.2.12.3. (R/B)(#) Does Records Maintenance conduct the quarterly SRD validation? (Chapter 2, Paragraph 2.59.3.12)

A1.2.12.4. (R)(#) Is AF Form 86, Request for Cataloging Data/Action or D143C system, being used for inactive/disposal items retained by supply identified by Numeric Parts Preference Code of (NPPC) 2 or 5? (Chapter 19, Paragraph 27c(1)(b))

\*A1.2.12.5. (R/B) Is the active file of short Form 86 filed in control number sequence? (Chapter 27, Paragraph 27.168.2)

A1.2.12.5.1. (R/B) (#) When records are frozen for more than three workdays, is there a statement annotated on the suspense notices, the reason for the delay? (Chapter 27, Paragraph 27.101.4 and 27.102.3)

A1.2.12.6. (B) Are the appropriate type organization codes assigned? (Chapter 27, Paragraph 27.141)

A1.2.12.6.1. (B) Has a separate organization code and OCCR been established for authorized WRSK (including any satellite activities)? (Chapter 27, Paragraph 27.141.1 and 141.3)

A1.2.12.7. (B) Does Records Maintenance maintain the organization record file? (Chapter 27, Paragraph 27.141)

A1.2.12.7.1. Is a file established for all organizational records loaded (001-999)? (Chapter 27, Paragraph 27.141.1)

A1.2.12.8. (R) Is correspondence maintained to justify locally assigned ERRC designators? (Chapter 27, Paragraph 27.49.5.4)

A1.2.12.9. (B) What option do Record Maintenance Unit personnel choose for filing the "Y" portion of the Daily Document Register (D04)?

A1.2.12.9.1. Option 1: Date sequence in a separate binder? (Chapter 27, Paragraph 27.42.3.2.1) Eielson

A1.2.12.9.2. Option 2: Date sequence in same binder with Stock Number Directory (M14)? (Chapter 27, Paragraph 27.42.3.2.2)

A1.2.12.10. (R/B) Are the AFMC completion cards for AF Form 86 submissions annotated with the date received and removed from the active file and placed in the completion file? (Chapter 27, Paragraph 27.168.2)

A1.2.12.11. (R/B)(#) Is the file control log reviewed semiannually and all completed requests over 90 days old destroyed? [NOTE: The completion date is the date the completion card was received. This will be used to determine the age criteria.] (Chapter 27, Paragraph 27.168.3)

A1.2.12.12. (R) Has the Stock Number User Directory Annual Reconciliation been completed? And if not, when is it scheduled? (Chapter 27, Paragraph 77.1)

A1.2.12.13. (R/B)(#) Do Record Maintenance personnel maintain in a current status of the following listings: (Chapter 27, Paragraph 2.59.3.5 1 - 5.5)

A1.2.12.13.1. Indicative data portion of the Organization Effectiveness Report (M24).

A1.2.12.13.2. Routing Identifier Listing (Q05).

A1.2.12.13.3. Repair Cycle Data Listing (Q04).

A1.2.12.13.4. Shipping Destination Listing (R08).

A1.2.12.13.5. Exception Phrase Listing (R03).

### **A1.3. SUPPLY MANAGEMENT/LEADERSHIP (AFMAN 23-110, Volume 2, Part 2)**

A1.3.1. (R/B) Has the Chief of Supply (COS) developed broad plans and policies to ensure the adequate health, welfare, and morale of assigned personnel? (Chapter 2, Paragraph 2.13.9)

A1.3.2. (B) (#) Has a change in accountable officers been accomplished IAW (AFMAN 23-110, Volume I, Part 2, Chapter 1, Paragraph 1.7)?

A1.3.3. (R/B) Does the COS ensure all assigned personnel are indoctrinated and supervise their general and specific responsibilities for public property? (Chapter 2, Paragraph 2.13.7)

A1.3.4. (R/B) (#) Is the Reject program managed effectively? (Chapter 2, Paragraph 2.38)

A1.3.5. (B) (#) Is the delinquent document program managed effectively? (Chapter 18, Paragraph 18.15)

A1.3.6. (R/B) Does the commander conduct a supply orientation program for newly assigned personnel? (Chapter 2, Paragraph 2.10)

A1.3.7. (B) (#) Are formal meetings between supply and other organizations, i.e., maintenance, civil engineering, transportation, and communications, being conducted to bring up problems and solutions? (Chapter 2, Paragraph 2.8)

### **A1.3.2. TRAINING (AFMAN 23-110, Volume 2, Part 2)**

A1.3.2.1. (R/B) Is the Training Section monitoring training requirements according to AFI 36-2201? (Chapter 2, Paragraph 2.52)

A1.3.2.2. (R/B) Does the Training Section provide adequate qualification training for personnel assigned a different type duty after formal on-the-job training has been completed? (Chapter 2, Paragraph 2.52.3)

A1.3.2.3. (R/B) Does the Training Section work with the Computer Operations Section to schedule time for terminal operators (those not assigned to the Computer Operations Section) to receive proficiency training? (Chapter 2, Paragraph 2.52.4.1)

A1.3.2.4. (B) Does the Training Section notify organizations of training schedules? (Chapter 2, Paragraph 2.54.3.2)

A1.3.2.5. (B) Does the Training Section keep attendance records by training block to show number of people trained? (Chapter 2, Paragraph 2.54.3.4)

A1.3.2.6. (B) Does the Training Section ensure supply personnel assigned to Materiel Control and other activities and tenants outside the supply organization receive OJT and proficiency training? (Chapter 2, Paragraph 2.52.3.5)

**A1.3.3. SUPPLY SAFETY** (AFMAN 23-210, Chapter 6)

A1.3.3.1. (R/B) How is the commander involved in the overall implementation of an effective safety program? (Paragraph 6-2)

A1.3.3.2. (B)(#) Do all personnel engaged in storage operations receive safety and fire prevention training and is periodic refresher training given? (Paragraph 6-10)

A1.3.3.3. (B) (#) Do supervisory personnel ensure that storage personnel are provided with and properly use safety equipment and clothing? (Paragraph 6-12)

A1.3.3.4. (B) Are the type and number of fire extinguishers throughout the warehouse adequate? (Chapter 6, Paragraph 6-32)

A1.3.3.5. (#) Are the following safety related housekeeping practices followed? (Chapter 6, Paragraph 6-39)

A1.3.3.5.1. (R/B) Is adequate lighting provided? (Paragraph 6-39a)

A1.3.3.5.2. (R/B) Are machines, equipment, and working surfaces clean and orderly? (Paragraph 6-39b)

A1.3.3.5.3. (R/B) Are broken straps, exposed nails, or wire removed from unit loads? (Paragraph 6-39g)

A1.3.3.5.4. (B) Are all spilled liquids immediately cleaned up? (Paragraph 6-39j)

A1.3.3.5.5. (R/B) Are all tripping hazards; i.e., telephone, light, and power cables promptly eliminated and are they disposed of regularly? (Paragraph 6-39n)

A1.3.3.5.6. (R/B) Is all flammable waste placed in special covered metal containers and disposed of regularly? (Paragraph 6-39o)

A1.3.3.5.7. (R/B) Are supervisory personnel performing regular inspections for unsafe conditions, unsafe acts and cleanliness, and documenting findings/corrective actions, etc.? (Paragraph 6-39q)

A1.3.3.6. (B)(#) Are directional arrows placed in warehouses and aisles when fire extinguishers or other fire fighting and emergency equipment is not discernible from a reasonable distance? (Paragraph 6-55)

A1.3.3.7. (B) (#) Are forklifts equipped with an overhead safety guard fabricated from steel? (Paragraph 6-58f)

A1.3.3.8. (#) Within internal bulk storage are flammables stored in a separate storage facility, no more than one story in height? (Paragraph 2-2b(1)(d))

A1.3.3.9. (B) (#) Does the storage facility have a sprinkler or equivalent fire protection system? (Paragraph 2-2b(1)(d))

A1.3.3.10. (B) (#) Are no smoking signs posted on the outside at each entrance, each side of the flammable storage building with no entrance, over doorways, on each side of firewalls, and double sided signs hung in the center of each cross-aisle in each store room? (Paragraph 6-54)

A1.3.3.11. (B)(#) Are guard railings and top and bottom stair risers painted with a three inch yellow stripping? (Paragraph 6-56b(3))

A1.3.3.12. (B) (#) Is an oil absorbent compound used under each piece of equipment parked to absorb oil and grease drippings from leads or other sources and are metal pans used in conjunction with the compound? (Paragraph 6-58i(2)(d))

**A1.3.4. PROCEDURES** (AFMAN 23-110, Volume 2, Part 2)

A1.3.4.1. (R/B) Does the Procedures and Analysis Section monitor the health of the COS account and ensure the SBSS functions according to documented policies and procedures? (Chapter 2, Paragraph 2.22.1.)

A1.3.4.2. (R/B) (#) Does the Procedures Element conduct internal surveillance's on all functions within the COS, except Fuels, at least once a year? (Chapter 2, Paragraph 2.32.2.)

A1.3.4.2.1. (R/B) Is a surveillance schedule indicating projected month and functions to be visited developed and distributed to flights with information copy to COS? (Chapter 2, Paragraph 2.32.2.2.)

A1.3.4.2.2. (R/B) Are checklists developed by MAJCOM or base level used when conducting surveillance visits, and revised as applicable? (Chapter 2, Paragraph 2.32.3.)

A1.3.4.2.3. (R/B) (#) Are discrepancies (identified within the past 2 years during higher headquarters inspections, audits, surveillance's, and analyses) included on the checklist as special topics for review? (Chapter 2, Paragraph 2.32.3.1.)

A1.3.4.2.4. (R/B) Is a detailed written report of the surveillance visit furnished to the Flight Chief within five workdays after the exit briefing? (Chapter 2, Paragraph 2.32.6)

A1.3.4.2.4.1. (R/B) Does the report identify all deficiencies, their main causes, recommended corrective actions, and identify repeat discrepancies and the source of the original discrepancy? (Chapter 2, Paragraph 2.32.6.)

A1.3.4.2.5. (R/B) Are the main reasons or suspected main reasons of deficiencies determined, i.e., inadequate training, lack of guidance, ineffective use of personnel, poor management, etc.? (Chapter 2, Paragraph 2.32.6.5.)

A1.3.4.2.6. (R/B) Are replies to the surveillance furnished to the M&S Officer within 15 workdays of the surveillance report date? (Chapter 2, Paragraph 2.32.7.)

A1.3.4.2.6.1. (R/B) Do replies to the surveillance report; contain all corrective and preventative actions taken and/or planned. Indicate whether a discrepancy is closed (corrective action completed) or open, and contain estimated completion dates (ECD) on those items for which corrective action has been taken? (Chapter 2, Paragraph 2.32.7.)

A1.3.4.2.7. (R/B) Are completed surveillance reports and replies filed in the Procedures Element? (Chapter 2, Paragraph 2.32.8.2.) How long should the report be on file?

A1.3.4.3. (R/B) Does the Procedures Element oversee Standard Base Supply System changes? (Chapter 2, Paragraph 2.33.1.)

A1.3.4.4. (R/B) Does the Procedures Element work with the Supply Systems Monitor to review the rationale portion of the software change listing as well as any advance documentation and Procedural Instruction Messages (PIMS)? (Chapter 2, Paragraph 2.33.3.1.)

A1.3.4.5. (R/B) Does the Procedures Element ensure flights and sections review the AFMAN 23-110 CD-ROM to identify changes and the effective date of the changes that will affect them? (Chapter 2, Paragraph 2.33.3.2)

A1.3.4.6. (R/B) (#) Does the Procedures Element develop, coordinate, and submit for publication supplementary directives to AFMAN 23-110, Volume 2, Parts 2 through 13? (Chapter 2, Paragraph 2.33.3.2.)

A1.3.4.7. (B) Does the Procedures Element prepare the supply portion of joint tenancy agreements (AFPD 25-2)? (Chapter 2, Paragraph 2.35.2)

A1.3.4.8. (B) Do they maintain a file of all active AFPD 25-2 agreements that require supply/support action? (Chapter 2, Paragraph 2.35.2.)

A1.3.4.9. (R/B) Does the Procedures Element supervise the preparation of letters of reply and follow-up correspondence on inspections, audits, and staff visits? (Chapter 2, Paragraph 2.37.1)

A1.3.4.9.1. (R/B) Do they make sure all discrepancies noted in the reports, if not already included as an inspection item, are specific topics for review during the next regularly scheduled surveillance visits to the responsible flight? (Chapter 2, Paragraphs 2.37.1 and 2.37.2.2.)

- A1.3.4.10. (B) Does the Procedures Element receive all incoming shipment discrepancy reports and initiate action to prevent discrepancies from recurring? (Chapter 2, Paragraph 2.39.1.)
- A1.3.4.11. (R/B) Are locally assigned exception codes and phrase records supplemented to the appropriate chapters of AFMAN 23-110, Volume 2? (Chapter 2, Paragraph 2.34.1.)
- A1.3.4.11.1. (R/B) Is the R03/NGV870 reviewed against the supplement(s) to ensure they are valid? (Chapter 2, Paragraph 2.34.1.)
- A1.3.4.12. (R/B) Have local procedures been established to control, document, and process special interest items? (Chapter 2, Paragraph 2.36.4.)
- A1.3.4.12.1. (R/B) Does the Procedures Element process AF special subjects and MAJCOM special interest items according to applicable directives and command directives? (Chapter 2, Paragraph 2.36.2.)
- A1.3.4.13. (B) Have operating instructions for "after-hour" support been developed and implemented? (Chapter 2, Paragraph 2.41.)
- A1.3.4.14. (R) (#) Does Procedures work closely with the SBSS systems monitor to ensure aggressive action is taken to resolve all Supply Interface System (SIFS) errors? (Chapter 2, Paragraph 2.42.1.2.)
- A1.3.4.15. (R/B) Does Procedures review the use of standard computer products and ensures that personnel are familiar with the products available and know how to use them? (Chapter 2, Paragraph 2.32.3.3.)
- A1.3.4.16. (R/B) Are Procedures personnel reviewing all recurring products requested by flights or sections and providing a list to computer operations that include the products and work orders reviewed? (Chapter 2, Paragraph 2.32.3.4)
- A1.3.4.17. (R) Are Procedures personnel reviewing the mission change program and SRD processing? (Chapter 2, Paragraph 2.32.3.5)
- A1.3.4.18. (R/B) Are all requests to have local exception and phrase codes loaded submitted in writing to Procedures for review and validation of the request? (Chapter 2, Paragraph 2.34.2)
- A1.3.4.19. (R/B) Do we act as the primary point for resolving incoming and outgoing supply data transmission problems through DDN? (Chapter 2, Paragraph 2.35.3)
- A1.3.4.20. (R/B) Does Procedures periodically review the effectiveness of the reject program? (2.38.2)
- A1.3.4.21. (B) Is Procedures evaluating the ROD program? (Chapter 2, Paragraph 2.39.3)
- A1.3.5. **ANALYSIS** (AFMAN 23-110, Volume 2, Part 2)
- A1.3.5.1. (R/B) Through statistical trend and problem analysis, does the Analysis Element provide the COS/CC and flight chiefs with the capability to identify deficiencies in the account? (Chapter 2, Paragraph 2.44)
- A1.3.5.2. (R/B) (#) Does Analysis obtain and analyze statistical data to determine the effectiveness of the Supply account? (Chapter 2, Paragraph 2.47.2.)
- A1.3.5.3. (R/B) Are analyses, including findings, and recommended corrective actions documented? (Chapter 2, Paragraph 2.47.2.1 & 2.47.2.4)
- A1.3.5.3.1. (R/B) Is final documentation forwarded to the COS/CC, affected flight chiefs, and Procedures Element for subsequent action? (Chapter 2, Paragraph 2.47.11.)
- A1.3.5.4. (R/B) Does the Analysis Element use How Goes It briefings to present the results of statistical and deficiency analyses, describe the status of ongoing analyses, and identify projected new analysis requirements? (Chapter 2, Paragraph 2.47.9.)
- A1.3.5.5. (R/B) (#) Are training reports, surveillance's, and stock fund analyses reviewed to stay current with the account's status and to be aware of any problem? (Chapter 2, Paragraph 2.47.3.)
- A1.3.5.6. (R/B) Has the COS/CC established a priority list for analysis projects based on the recommendations of the flight chiefs and Analysis Element? (Chapter 2, Paragraph 2.45.)
- \*A1.3.5.7. (#) Are the "Items Not Put Away", "Items not Pulled", and "Items not Delivered" listing being

worked on a regular basis? (PACAF SUP1, AFMAN 23-110, Vol II, Part Five, Para 1.3.5)

\*A1.3.5.8. Is there a local Operating Instruction (OI) documenting each SATS responsibilities of each section? (PACAF SUP1, AFMAN 23-110, Vol II, Part Five, Para 1.3.7)

\*A1.3.5.9. Does Procedures and Analysis conduct an annual SATS analysis to determine effectiveness, and recommend corrective action when needed? (AFMAN 23-110, Volume 2, Part 5, Chapter 1, PACAF Supplement 1)

\*A1.3.5.10. Are SATS problems documented and reported to Logicon, SSG and the MAJCOM points of contact? (AFMAN 23-110, Volume 2, Part 5, Chapter 1, PACAF Supplement 1)

\*A1.3.5.11. Is data on the SATS server saved/backed-up at least once daily to ensure proper audit trail is maintained? (AFMAN 23-110, Volume 2, Part 5, Chapter 1, PACAFSUP 1)

#### A1.3.6. **SUPPLY READINESS CONTROL CENTER** (AFMAN 23-110, Volume 2, Part 2)

A1.3.6.1. (B) Are Wartime and Mobility personnel being managed by doing the following? (Chapter 2, Paragraph 2.7.4)

A1.3.6.1.1. (B) Maintaining personnel readiness folders.

A1.3.6.1.2. (B) Managing augmentee program.

A1.3.6.1.3. (B) (#) Appointing or assigning personnel to mobility positions.

A1.3.6.1.4. (B) Managing immunization requirement.

A1.3.6.1.5. (R/B) Maintaining recall roster.

A1.3.6.2. (R/B) Are Wartime and Mobility programs being directed and controlled by doing the following? (Chapter 2, Paragraph 2.7.3)

A1.3.6.2.1. (B) Reviewing inspection reports.

A1.3.6.2.2. (B) Preparing and reviewing statistical data.

A1.3.6.2.3. (B) Reviewing and maintaining OPlan, related publications and policy letters for update.

A1.3.6.2.4. (B) Maintaining checklists.

A1.3.6.2.5. (B) Conducting self-inspection of Wartime Readiness programs within the Supply Squadron and SRCC.

A1.3.6.3. (B)(#) Are the DMAS and SITREPs reports being prepared? (Chapter 2 Paragraph 2.7.5 and Part 3, Chapter 1, Attachment D-1)

A1.3.6.4. (B) (#) Are SRCC personnel appointed in writing in to the base Logistics Plans Office as the Squadron mobility Officer/NCO? (Attachment D-1.2.1)

A1.3.6.4.1. Are personnel also appointed to the base Command Post as unit SORTS Monitors? (Attachment D-1.2.1)

A1.3.6.5. (B)(#) Is SRCC overseeing or ensuring the following training is accomplished? (Attachment D1.2.2.2)

A1.3.6.5.1. (B) Small Arms.

A1.3.6.5.2. (B) Chemical Warfare Defense.

A1.3.6.5.3. (B) Checkered Flag (If appropriate).

A1.3.6.5.4. (B) Hazardous cargo, preparation and, and pallet build-up.

A1.3.6.5.5. (B) Supply readiness control center operations.

A1.3.6.6. (B) Is the SRCC SORTS monitor ensuring data is provided by Supply functional OPRs? (AFMAN 23-110, Volume 2 Part 3, Chapter 1, Attachment D1.3.1)

A1.3.6.7. (B) (#) Is the SRCC SORTS monitor preparing the monthly SORTS supply manning input using the worksheets required by AFI 10-201? (AFMAN 23-110, Volume 2, Part 3, Chapter 1, Attachment D1.3.4)



A1.3.6.8. (B) Is the COS, Flight Chiefs, and Superintendents briefed quarterly on the status of the Squadron Mobility program? Does the mobility briefing include the following? (AFMAN 23-110, Volume 2, Part 3, Chapter 1, Attachment D1.4.5)

A1.3.6.8.1. (B)(#) Semiannual review of personnel readiness folder for accuracy.

A1.3.6.8.2. (B) Shot records.

A1.3.6.8.3. (B) Deployment status.

A1.3.6.8.4. (B) Projected TDY tasking and supply's ability to support O Plan tasking especially if the Squadron is C-2 or below due to personnel shortages. Determine a get-well date.

A1.3.6.8.5. (B) Mobility training status. This includes the number of people that have been trained for mobility duties/tasks verse those requiring training.

A1.3.6.8.6. (B) SORTS status. Brief the latest supply inputs to the SORTS report. Provide estimated get-well dates.

A1.3.6.8.7. (B) Self-inspection status.

A1.3.6.8.8. (B) (#) Mobility position number vacancies. (Note: Brief any unfilled mobility positions and actions being taken to fill these positions. Mobility equipment shortages. Brief specific equipment shortage's in conjunction with LGSM and outline actions initiated to resolve these shortages. This should include Base-Wide equipment shortages.)

A1.3.6.8.9. (B) OPlan tasking. Brief current OPlan taskings by location. Ensure the appropriate classification is given to this portion of the briefing and that attendees have the required security clearance.

A1.3.6.8.10. (R/B) ORI results. Brief the latest ORI findings and corrective actions or any discrepancies.

A1.3.6.9. Are the following reports completed? (AFMAN 23-110, Volume 2 ,Part 3, Chapter 1, Attachment D1.4)

A1.3.6.9.1. (B) The checkered flag training status report quarterly if applicable (LG).

A1.3.6.9.2. (B)(#) Is the COS briefed at least quarterly on the status of mobility training?

A1.3.6.9.3. (B) Are projected cargo build-up and hazardous training requirements coordinated with LGTX?

A1.3.6.10. (B) During the deployment phase of an exercise or an actual deployment, is the SRCC monitoring the following actions: (AFMAN 23-110, Volume 2 Pt 3, Chapter 1, Attachment D1.11)

A1.3.6.10.1. (B) Recall status.

A1.3.6.10.2. (B) Prepare processing schedules for supply.

A1.3.6.10.3. (B) Direct movement of personnel/equipment to the processing area including MOBAGs, RSP and weapons.

A1.3.6.10.4. (R/B) Act as the central point of contact for problems.

A1.3.6.10.5. (B) Report any work shortfalls.

A1.3.6.10.6. (B) Keep the commander informed of exercise/deployment status.

A1.3.6.11. (R/B) Is the SRCC reviewing operational and exercise support plans?

A1.3.6.11.1. Are they also reviewing and providing input to the base support plan (Appendix 9 to annex D, Base Support Plan 28XX) and do they accomplish the following? (AFMAN 23-110, Volume 2 Pt 3, Chapter 1, Attachment D1.12)

A1.3.6.11.2. (R/B) Ensure all plans, reviews, etc. are coordinated through applicable branches?

A1.3.6.11.3. (B) Ensure key personnel who deploy are familiar with the supply wartime organization structure and responsibilities?

A1.3.6.11.4. (B) Coordinate with LGX to identify prepositioned WRM assets available at the bed down location?

A1.3.6.12. (R/B) Is the SRCC aware they are to notify base level supported activities of those ADPE products and functional tasks that will be delayed or terminated during wartime? (Volume II, Part two, Chapter 32, Paragraph 32.22.2.4)

A1.3.7. **SUPPLY MICROCOMPUTERS** (AFMAN 23-110, Volume 2, Part 2) (R/B)

A1.3.7.1. Does the Microcomputers Element act as the single point of contact for supply microcomputer management? (Chapter 2, Paragraph 2.22.4.1.)

A1.3.7.2. Does the Microcomputers Element monitor all supply microcomputer projects whether downward or laterally directed? (Chapter 2, Paragraph 2.22.4.5.)

A1.3.7.3. Does the Microcomputers Element maintain the master library of microcomputer programs? (Chapter 2, Paragraph 2.22.4.7.)

A1.3.7.4. Has a Terminal/Microcomputer Monitor and Local Area Network (LAN) Monitor been appointed?

A1.3.7.4.1. Is the responsible individual handling all hardware/software matters regarding project implementations?

A1.3.7.4.2. Is the responsible individual developing, maintaining, and updating a written SBSS Terminal/Microcomputer Utilization and LAN Plan? (Chapter 2, Paragraph 2.13.33, PACAF Sup 1)

A1.3.7.5. Does Microcomputer Element act as the single point of contact for supply microcomputer management? (Volume 2, Part 2, Chapter 2, Paragraph 2.22.4.1)

A1.3.7.6. Does the Microcomputer Element conduct a microcomputer user's group program with the squadron? (Chapter 2, Paragraph 2.22.4.9.)

A1.3.7.7. If using the Supply Asset Tracking System (SATS), is a primary and alternate system security administrator appointed in writing? (Chapter 2, Paragraph 2.22.4.10.)

A1.3.8. **DOCUMENT CONTROL** (AFMAN 23-110, Volume 2, Part 2)(B)

A1.3.8.1. Are local controls established or adequate to prevent unauthorized personnel from obtaining access to the document control files? (Chapter 18, Paragraph 18.3.2)

A1.3.8.2. (#) If personnel other than those assigned to the Document Control Element have access to document control files, is such access authorized in writing by the Document Control Supervisor and a copy of the approval maintained in the Document Control? (Chapter 18, Paragraph 18.3.4)

A1.3.8.3. Are all documents supporting the Transaction Register, cut-off at the end of the fiscal year regardless of subsequent actions, such as due-out releases and receipts? Are copies of the current fiscal year and prior fiscal year records maintained in Document Control? (Chapter 18, Paragraphs 18.4.2 and 18.4.4)

A1.3.8.4. Are documents which are temporarily removed from file properly charged out to authorized personnel on AF Form 1208, Charge-Out Record--EAM card, or AF Form 614, Charge-Out Record? (Chapter 18, Paragraph 18.6.1)

A1.3.8.5. Are AF Forms 1208 & 614 filed externally and screened daily to ensure prompt return of documents? (Chapter 18, Paragraph 18.6.3)

A1.3.8.6. Are all supply documents signed using ink, except for AF Form 1230 series 1994/1995 documents used by Fuels personnel? (Chapter 18, Paragraph 18.8.1)

A1.3.8.7. Is the Document Control Element effectively performing final quality control & validation of documents prior to placing them in the file or destroying? (Chapter 18, Paragraph 18.9.1)

A1.3.8.8. (#) Is the following data on the Document Control suspense card compared with the source document (DD Form 1348-1) to insure compatibility: document number, stock number, quantity, unit of issue and system designator? (Chapter 18, Paragraph 18.9.1)

A1.3.8.9. (#) Are additional quality control checks made on the following documents:

A1.3.8.9.1. (#) Receipts - physically inspected, inspector's stamp or signature & in-checker's stamp or signature? (Chapter 18, Paragraph 18.9.2.1)

- A1.3.8.9.2. (#) TINs- inspector's stamp or signature & in-checker's stamp or signature? (Chapter 18, Paragraph 18.9.2.4)
- A1.3.8.9.3. (#) Shipments - inspector's stamp or signature & the in-checker's stamp or signature of Packing and Crating section representative? (Chapter 18, Paragraph 18.9.5.)
- A1.3.8.10. (#) Are all ISU-DOR documents, including bench stock sensitive items and those with an extended cost greater than \$1000, quality controlled for signature? (Chapter 18, Paragraph 18.9.2.2.1 and 18.9.2.3.2)
- A1.3.8.11. (#) Is a quality control check being performed on all post-post and turn-in documents as the transaction appears on the document register? (Chapter 18, Paragraph 18.10.2)
- A1.3.8.12. (#) Are "528" rejects cleared within 10 days? (Chapter 18, Paragraph 18.11.2)
- A1.3.8.13. As source documents are received, does Document Control edit for completeness and divide into work process files (TRMs/SHPs/RECs/TINs etc.,)? (Chapter 18, Paragraph 18.12.1)
- A1.3.8.14. (#) After reverse post inputs have been prepared, are the source document and DCC record filed together in a reverse post suspense file? (Chapter 18, Paragraph 18.13.1.2)
- A1.3.8.15. (#) After reverse post actions are completed, are the erroneous source document and reverse-post document attached together and placed in file? (Chapter 18, Paragraph 18.13.1.5)
- A1.3.8.16. Are the DCR suspense files & the document process files screened daily to determine delinquent documents? (Chapter 18, Paragraph 18.15.4)
- A1.3.8.17. Is the daily delinquent document list forwarded to applicable flights? (Chapter 18, Paragraph 18.15.6.3)
- A1.3.8.18. Are all delinquent document monitors meeting or visited daily to clear delinquent documents? (Chapter 18, Paragraph 18.15.6.4)
- A1.3.8.19. Has necessary research been afforded for those source documents appearing on three consecutive delinquent document listings? Has a new source document been prepared when research has been unsuccessful? (Chapter 18, Paragraph 18.15.7)
- A1.3.8.20. When a missing document is replaced by a duplicate document, is all copies marked "DUPLICATE COPY" & distributed the same as that specified for the original document? If the receiver has no record of receipt or the property, are mandatory special inventories requested on duplicate documents to insure agreement between internal & external balances? (Chapter 18, Paragraph 18.15.7.2.1)
- A1.3.8.21. Is a replacement document created with a certificate of lost document stamped or typed on the Document Control copy when the following conditions exist? A signed copy of 1, 2, 3, or 4 from the original set or a reproduction of the signed copy 1, 2, 3, or 4 of the original set cannot be found. (Chapter 18, Paragraph 18.15.7.3)
- A1.3.8.22. Have discrepancies in receipts documented with SF 364/ SF 361 with an extended dollar value over \$1000 been filed with the receiving documents? (Chapter 18, Paragraph 18.16.4.4)
- A1.3.8.23. (#) Do original Record Forced Change Output (FIX) documents have the reason annotated for altering the file, and are they signed by the M & S officer or COS? (Chapter 18, Paragraph 18.16.6.1)
- A1.3.8.24. (#) Is the original copy of all "FIX" documents put in permanent document files, in serial number order, marked "RECORD ALTERATIONS"? (Chapter 18, Paragraph 18.16.6.2)
- A1.3.8.25. (#) Is the Consolidated Inventory Adjustment Register Report (M-10) used to verify the accuracy of the RECORD ALTERATIONS file? (Chapter 18, Paragraph 18.16.6.3)
- A1.3.8.26. Is the original local purchase receipt (DD Form 1348-1, copy 1) being retained on file for at least 6 years and 3 months to meet legal requirements? (Chapter 18, Paragraph 18.16.7.6)
- A1.3.8.27. Is the IAD register forwarded to Document Control with required signature and certification? (Chapter 18, Paragraph 18.17.5.1)

A1.3.8.27.1. Is the register filed within 30 days of the date of preparation and the first page tabbed with the Julian date? (Chapter 18, Paragraph 18.17.5.1)

A1.3.8.28. (#) Is the weapons inventory listing filed in Document Control for two years?

A1.3.8.28.1. Is a letter attached to the listing summarizing the results of the inventory discrepancies & action taken to correct the discrepancies and is the letter signed by the Management & Systems Officer & approved by the COS? (Chapter 18, Paragraph 18.17.7 and Chapter 20, Section 20A)

A1.3.8.29. Is the original copy of the M16/NGV854 Shipment Loss Analysis retained by fiscal year? (Chapter 18, Paragraph 18.17.8) [NOTE: This is a MANDATORY MONTHLY LISTING.]

A1.3.8.30. (#) Are personnel receipting for classified property authorized in writing to receipt for classified property? (Chapter 18, Paragraph 18.21.3)

A1.3.8.31. (#) Does Document Control maintain a separate file of individuals authorized to receipt for classified property? (Chapter 18, Paragraph 18.21.4.1)

A1.3.8.31.1. Is a separate file of signed letters kept? Are these letters destroyed upon filing of a validated listing? (Chapter 18, Paragraph 18.21.4.1)

A1.3.8.32. (#) Are letters of receipt authorization for classified property reaccomplished by organizations every June and December? (Chapter 18, Paragraph 18.21.4.6)

A1.3.8.32.1. Are card files and listings updated as changes are received from an organization? (Chapter 18, Paragraph 18.21.4.6)

A1.3.8.33. Does Document Control maintain the shipment suspense records (SSC) file and process it against the DD 1348-1A? (Chapter 18, Paragraph 18.24.4)

A1.3.8.34. Is the R-40 Delinquent Shipment Listing processed BI-weekly (or weekly if using SBSS/CMOS interface) and is coordination with transportation accomplished to provide necessary transportation dates? (Chapter 18, Paragraph 18.27.2)

A1.3.8.35. Is aggressive action taken by Document Control to insure the R40 is sent to TMO, so transportation data may be obtained to update the SSC detail to avoid delinquent situations? (Chapter 18, Paragraph 18.27.4.1)

A1.3.8.36. (#) Has the COS assigned a single point of contact for inquiries regarding COMSEC serial number reports and data? Does the POC schedule semiannual reconciliation's (R46) and monthly reconciliation's as needed? (Chapter 21, Paragraph 21.181.2)

A1.3.8.37. Is a certificate of transfer from the old Chief of Supply to the new, on file and supported by proper documentation? Is it properly prepared and approved? (Volume 1, Part 2, Chapter 1, Paragraph 1.7)

A1.3.9. **MOBILITY WEAPONS MANAGEMENT** (PACAFI 23-204 and DOD 5100.76-M) (B)

A1.3.9.1. Are WRS personnel replacing desiccant in weapons containers or crates, when containers are opened or when gauges indicate the desiccant to have expired? (AFMAN 36-2227, Volume 1, Paragraph 5.6)

A1.3.9.2. Are weapons storage facilities providing adequate levels of security for weapons being stored? (DOD 5100-76-M, Chapter 4, Sections A and B)

A1.3.9.3. If padlocks are used to secure weapons vaults, do they meet MILSPEC. MIL-L-463607 and do hasps comply with MILSPEC. MIL-H- 29181? (DOD 5100-76-M, Chapter 4, Section B.)

A1.3.9.4. Are WRS personnel ensuring all containers are sealed, banded or locked, and are containers fastened together to achieve a minimum weight of 500 Lbs? (DOD 5100.76-M, Chapter 4, Section B, Paragraph 1(3)(b))

A1.3.9.5. Are weapon guards and couriers arming themselves before opening the weapon vault? (AFH 31-223, Paragraph 6.4.1)

A1.3.9.6. Are Weapons used for guard and courier duties stored in approved vault or containers? (DOD 5100-76-M, Chapter 4, Section B, Paragraph 1(3) and AFI 31-209)

A1.3.10. **WEAPONS INVENTORY MANAGEMENT** (AFMAN 23-110, Volume 2, Part 2) (B)

A1.3.10.1. (#) Are inventory personnel conducting a semiannual inventory of all weapons on item records and detail records (excluding authorized in-use details)? (Chapter 20, Paragraph 20.16.1)

A1.3.10.2. When weapons are stored in sealed containers, are containers of three percent of these weapons opened and inventoried, verifying the serial numbers? (Chapter 20, Paragraph 20.16.3)

A1.3.10.3. If discrepancies in the 3 percent lot are found, are all sealed containers opened to verify serial numbers? (Chapter 20, Paragraph 20.16.3)

A1.3.10.4. Is a local program listing all Serialized Control Detail (249) and In-Use Serialized Control (250) Records (except for equipment in-use details) used to conduct these inventories? (Chapter 20, Paragraph 20.16.4.1)

A1.3.10.5. If no discrepancies are found in the 3 percent lot, is a DSR processed to update the DOLI and to identify what 3 percent of the serial numbers were verified? Is an IRC then processed? (Chapter 20, Paragraph 20.16.4.3)

A1.3.10.6. Are serial numbers of all weapons not stored in sealed containers verified? If no discrepancies are found, are IRCs processed to update the DOLI on the item record and remove the freeze code? (Chapter 20, Paragraph 20.16.4.4)

A1.3.10.7. If discrepancies are detected and research does not resolve the discrepancy, is the COS contacted immediately? (Chapter 20, Paragraph 20.16.5)

A1.3.10.8. Upon completion of the inventory of weapons for a function or storage area, are inventory personnel and the supervisor of the storage area signing the listing? (Chapter 20, Paragraph 20.16.6)

A1.3.10.9. Is a cover letter being attached to the weapons inventory listing summarizing the results of the inventory? Is the Management and Systems Officer signing the cover letter with COS approval? (Chapter 20, Paragraph 20.16.7)

A1.3.11. **SUPPLY POST-POST PROCEDURES** (AFMAN 23-110, Volume 2, Part 2, Chapter 1, Attachment A1)

A1.3.11.1. (R/B) Has a Post-Post Control Team (PPCT) Chief been appointed? (Paragraph A1.2.1)

A1.3.11.1.1. (R/B)(#) Does supply have documented procedures on how they will conduct post-post operations? (AFMAN 23-110, Volume 2, Part 2, Chapter 32, PACAF Supplement 1)

A1.3.11.1.2. (R/B) Have these procedures been coordinated with the PACAF RSS?

A1.3.11.2. (R/B) Does PPCT Chief determines the number of people required for the PPCT? (Paragraph A1.3.2.)

A1.3.11.2.1. (R/B) Does PPCT include one member from each flight.

A1.3.11.3. (R/B) Does PPCT Chief keep the COS, flights chiefs, SRCC and RSS informed on the status of the post-post operation? (Paragraph A1.3.3.)

A1.3.11.4. (R/B) Has the PPCT set up a system to ensure all post-post documents are available for Quality Control? (Paragraph A1.3.7.)

A1.3.11.5. (R/B) Does the PPCT ensure all post-post transactions are forwarded to PPCT workstation and ensures all transactions are quality controlled before building the recovery files? (Paragraph A1.3.8.)

A1.3.11.6. (R/B) Is a log maintained, listing all major events and problems that occur? (Paragraph A1.3.9.)

A1.3.11.6.1. (R/B) Does PPCT Chief brief the M & S officer about these events and problems and recommend solutions?

A1.3.11.7. (R/B) Are all post-post transactions processed and rejects cleared before system comes on-line? (Paragraph A1.3.10.)

#### **A1.4. FUELS SUPPORT (B)**

##### **A1.4.1. (#) SAFETY**

A1.4.1.1. Has the FMFC ensured personnel are provided with and use protective equipment? (AFI 23-201, Paragraph 3.2)

A1.4.1.2. Has the FMFC ensured the two-person policy is in use? (AFI 23-201, Paragraph 3.4)

A1.4.1.3. Is equipment and facilities inspected each day prior to use? (AFI 23-201, Paragraph 6.7 and T.O. 37-1-1, Chapter 4)

A1.4.1.4. Are procedures established to prevent overfilling of tanks? (T.O. 37-1-1, Paragraph 3-1e)

A1.4.1.5. Are emergency switches properly identified and tested monthly while the system is operated? (T.O. 37-1-1, Paragraph 4-13b)

A1.4.1.6. Is flight line servicing restrictions followed during refueling operations? (T.O. 00-25-172, Paragraph 4-16)

A1.4.1.7. Are vent/pressure fans turned on before entering enclosed pump rooms and pits? (AFM 85-16, Paragraph 1-19)

A1.4.1.8. Are emergency showers and eye baths available in all fuels handling areas? (AFOSH Std 91-32,)

A1.4.1.9. Has the FMFC established controls over the wearing of rings, watches, bracelets, necklaces, and other items of jewelry? (AFOSH Std 91-38, par 2.9)

A1.4.1.10. Are fuel related mishaps reported properly? (AFI 23-201, Paragraph 1.8)

A1.4.1.11. Is the RCC notifying appropriate individuals of severe weather warnings? (AFI 23-201, Paragraph 7.6)

A1.4.1.11.1. If automatic weather warning equipment is not available, has the FMFC coordinated with the weather detachment, aircraft maintenance control, and base operations for a formalized agreement for weather warning notification?

##### **A1.4.2. FACILITIES AND EQUIPMENT**

A1.4.2.1. (#) Are specific operating instructions and local checklists available for each pumphouse, bulk storage area, hydrant area, service station, or local product handling operation? (AFI 23-201, Paragraph 1.20 and 2.6)

A1.4.2.2. (#) Does management review the number of authorized fueling vehicles biennially or when mission changes dictate to determine if overages or shortages exist? (AFI 23-201, Paragraph 5.14)

A1.4.2.3. (#) Is all data pertaining to fuels operations, preventive maintenance, and quality control updated in FAS? (AFI 23-201, Paragraph 7.3 and Paragraph 7.16)

A1.4.2.4. (#) Are adequate procedures in effect to prevent the use of vehicles, equipment, and facilities out of service or in-maintenance? (AFI 23-201, Paragraph 7.19)

A1.4.2.5. Does the RCC meet minimum facility standards? (AFI 23-201, Paragraph 7.2.6.)

A1.4.2.6. (#) Is the RCC supervisor using the FAS for all servicing requests? (AFI 23-201, Paragraph 7.3)

A1.4.2.7. (#) Has a refueling vehicle and equipment inspection program been established? (AFI 23-201, Paragraph 6.2.3)

A1.4.2.8. Are fuel transport tank trucks/cars inspected for hazardous conditions before off-loading? (AFI 23-201, Paragraph 6.9)

A1.4.2.9. (#) Are truck fillstands equipped with the appropriate servicing controls to prevent issue of the wrong grade of fuel? (T.O. 37-1-1, Paragraph 3-16)

A1.4.2.10. (#) Is an AFTO Form 39 accomplished for each fuel system? (T.O. 37-1-1, Paragraph 4-4)

- A1.4.2.11. (#) Are the FMFC or FM and LFM supervisor conducting a monthly inspection of each storage system? (T.O. 37-1-1, Paragraph 4-9)
- A1.4.2.12. (#) Are vehicles and equipment properly marked? (T.O. 36-1-3, Chapter 3)
- A1.4.2.13. (#) Is the single-point nozzle-to-SPR locking mechanism visually inspected for serviceability prior to each servicing operation? (T.O. 00-25-172, Paragraph 5-7g)
- A1.4.2.14. (#) Is Fuels Management reviewing all incorrect vehicle and facility discrepancies at least monthly and is appropriate action taken to correct discrepancies? (AFI 23-201, Paragraph 1.9)
- A1.4.2.15. (#) Is the current vehicle and equipment status being maintained? (AFI 23-201, Paragraph 7.3.1)
- A1.4.2.16. Is organizational issue tanks authorized fuel delivery service?  
(AFI 23-204, Chapters 8, 13, and Attachment 2)
- A1.4.2.16.1. (#) Is a current copy of the authorization letter on file in the RCC?
- A1.4.2.16.2. (#) Have primary and alternate tank custodians been appointed?
- A1.4.1.17. (#) For multi-drop deliveries with no escort, has the Fuels Management Flight and the organization commander concerned jointly approved?  
(AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.47.2)
- A1.4.2.18. (#) Has the FMT made the determination as to which element will manage danger tags? (AFI 23-201, Paragraph 5.3)
- A1.4.3. (#) **QUALITY CONTROL**
- A1.4.3.1. Is contaminated or off-specification product or equipment identified, removed from service, danger tagged, and locked to prevent use? (AFI 23-201 Paragraph 7.19)
- A1.4.3.2. Has an aircraft crash kit been assembled and inventoried annually? (AFI 23-201, Paragraph 7.20.2)
- A1.4.3.3. Has the compliance & Environmental supervisor established an effective internal inspection program?  
(AFI 23-201, Chapter 8, Section 8B)
- A1.4.3.4. Are product settling times observed? (T.O. 42B-1-1, Paragraph 3-7)
- A1.4.3.5. Are results of all laboratory tests recorded in the FAS system and retained for a minimum of 6 months? (T.O. 42B-1-1, Paragraph 5-23)
- A1.4.3.6. Are the hydrant loop, constant pressure line, filter meter pit, flow-through, or hydrant laterals flushed prior to use if they have been idle in excess of 30 days? (T.O. 37-1-1, Paragraph 5-1 and 42B-1-1, Table 5-1 Item 10)
- A1.4.3.7. Is no more than 10 gallons of flammable liquid stored in the laboratory in an approved container?  
(AFOSH STD 91-38, Paragraph 5.3)
- A1.4.3.8. Is each section inspected semiannually (not to exceed 180 days)? (AFI 23-201, Paragraph 8.3.1)
- A1.4.4. **CRYOGENICS**
- A1.4.4.1. (#) Are cryogenic tanks adequately protected from rust and corrosion?  
(AFI 23-201, Paragraph 6.17.1)
- A1.4.4.2. (#) Are LOX carts that are defective and have a red 'X' condition rejected and not filled?  
(AFI 23-201, Paragraph 6.17.2)
- A1.4.4.3. (#) Are AFTO Forms 244 and 95 maintained on cryogenic tanks and equipment?  
(T.O. 00-20-5, Chapter 3)
- A1.4.4.4. (#) Are cryogenic tank vacuum readings maintained within the proper range?  
(T.O. 37C2-8-1-116WC-1, 1-004, Item 19)
- A1.4.4.5. (#) Is the first servicing of each cart each day for the LOX storage tank sampled for odor and recorded on AFTO Form 134 and the FAS program? (T.O. 42B6-1-1, Paragraph 3-26)
- A1.4.4.6. (#) Have personnel authorized to clear "RED X" conditions been designated by management? (AFI 23-201, Paragraph 6.15.1.5)

A1.4.4.7. Has an effective cryogenics conservation program been established?

(AFI 23-201, Paragraph 6.18)

**A1.4.5. TRAINING**

A1.4.5.1. (#) Has the FMFC ensured only fully trained and certified personnel perform fuels and cryogenics handling operations? (AFI 23-201, Paragraph 1.11)

A1.4.5.2. (#) Does the RCC maintain a list of personnel who are qualified for each type of equipment assigned, to include the operation of emergency generators? (AFI 23-201, Paragraph 7.3.6 and 7.13.7)

A1.4.5.3. Are untrained or uncertified personnel utilized without supervision in fuels handling tasks? (AFI 23-201, Paragraph 1.11)

A1.4.5.4. (#) Has a training program, to include lesson plans, been developed for all assigned equipment and system? (AFI 23-201, Paragraph 7.13.3)

A1.4.5.5. (#) Are training records reviewed at least semiannually? (AFI 23-201, Paragraph 7.13.10)

A1.4.5.6. (#) Have tank custodians been trained? (AFI 23-204, Paragraph 13)

**A1.4.6. (#) READINESS**

A1.4.6.1. Has the FMFC prepared a Fuels Emergency Support Plan? (AFI 23-201, Paragraph 5.11.3)

A1.4.6.2. Are minimum/maximum inventories maintained IAW the Inventory Management Plan? (AFI 23-201, Paragraph 5.9)

A1.4.6.3. Has the FMFC reviewed the Designed Operational Capability (DOC) statements and ensured tasked personnel and equipment are in deployment-ready status? (AFI 23-201, Paragraph 5.4)

A1.4.6.4. Is the Fuels Mobility Support Kit maintained with all required items? (AFI 23-201, Paragraph 5.4.2.2)

A1.4.6.5. Were any inviolate inventory level violations lasting longer than 72 hours fully justified and reported to the applicable Defense Fuels Region and MAJCOM? (AFI 23-201, Paragraph 5.9.3)

A1.4.6.6. Are emergency generators available to support emergency power requirements identified in the base supplement to AFI 23-201 and the base support plan? (AFI 23-201, Paragraph 5.11)

A1.4.6.7. Are personnel responsible for REPOL reporting knowledgeable of correct procedures? (AFI 23-201, Paragraph 5.5.2)

A1.4.6.8. Have sufficient personnel to meet DOC statement taskings been scheduled for Air Transportable Hydrant Refueling System and Aerial Bulk Fuel Delivery System training? (AFI 23-201, Paragraph 7.12.13)

A1.4.6.9. Is Fuels Mobility Support Equipment (FMSE) properly stored, maintained, inspected, and deployed? (AFI 23-201, Paragraph 9.3)

A1.4.6.10. Are there an adequate number of qualified personnel dedicated in support of DOC statement taskings? (AFI 23-201, Paragraph 9.2)

A1.4.6.11. Are on-hand, on-order, and inventory levels monitored closely? Were levels promptly restored? (DOD 4140.25-M, Volume II, Chapter 11,)

A1.4.6.11.1. Are maximum or minimum storage levels listed in the Inventory Management Plan (IMP) violated by the Fuels Management Flight?

**A1.4.7. (#) RESOURCE PROTECTION**

A1.4.7.1. Has adequate resource protection been provided for fuel servicing equipment and facilities to prevent contamination, pilferage, sabotage, and accidental damage? (AFI 23-201, Paragraph 4.2)

A1.4.7.2. Has proper key control been established? (AFI 23-201, Paragraph 4.2.2.)

**A1.4.8. (#) ENVIRONMENTAL**

A1.4.8.1. Has the FMFC ensured personnel are aware of leak detection, corrosion control, and spill overfill protection as defined in 40 Code of Federal Regulations (CFR) 280 for underground storage tanks and related piping systems? (AFI 23-201, Paragraph 1.5 and Attachment 13)



- A1.4.8.2. Is the FMFC familiar with the Base Oil and Hazardous Substance Pollution Contingency Plan and Spill Prevention, Control and Countermeasures plan? Are all fuels personnel trained in their responsibilities under these plans? (AFI 23-201, Paragraph 8.7.8)
- A1.4.8.3. Is water allowed to accumulate in pits and outlets? (PROHIBITED) (T.O. 37-1-1, Paragraph 4-11g)
- A1.4.8.4. Is there spill containment/clean-up equipment available to control spills and prevent spilled materials from reaching surrounding waters? (AFI 23-201, Paragraph 8.7.10)
- A1.4.8.5. Has the Fuels Management Team adhered to all environmental guidelines? (AFI 23-201, Section 8C)
- A1.4.8.6. Is all underground piping in the system pressure tested at five-year intervals in addition to the annual pressure test? (AFM 85-16, Paragraph 8-11c, 8-11d)
- A1.4.8.7. Does liquid fuels maintenance personnel notify the Fuels Management Flight, through the RCC, before removal of any system component or when the system is opened in a manner that would permit a fuel spill? (AFM 85-16, Paragraph 10-2a)
- A1.4.8.8. Is a memorandum of agreement pertaining to the draining floating roof tanks and interior dike drains on file? (AFM 85-16, Attachment 5)
- A1.4.8.9. Are AF Forms 1995 used to record sales to non-DOD aircraft? (AFMAN 23-110, Volume 1, Part 3, Chapter 1, Paragraph 1.70)
- A1.4.8.9.1. Are applicable blocks marked and the complete billing address including the type of aircraft and serial number entered? (AFMAN 23-110, Volume 1, Part 3, Chapter 1, Paragraph 1.70.1)
- A1.4.8.9.2. Are copies two and three of the AF Forms 1995 forwarded to the SA-ALC/SF in conjunction with the M-28 at the end of the month? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.70.2)
- A1.4.8.10. Have procedures been established for the collection, safekeeping, and deposit of funds received for sales of fuel and oil? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.71.1)
- A1.4.8.11. Are physical inventories being conducted daily? Are the pipeline inventory, trucks, and all tanks included in total inventory calculations? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.94.)
- A1.4.8.12. Are P21 and P39 transactions processed through DFAMS daily? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.102)
- A1.4.8.13. Does each entry on the M-28 have a supporting AF Form 1995? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.105)
- A1.4.8.13.1. Are the M-28 and AF Forms 1995 reconciled together and forwarded to the appropriate agencies? (AFMAN 23-110, Volume I, Part 3, Chapter 1, Paragraph 1.105)
- A1.4.8.14. Is a physical inventory of all property under the missile fuels management category conducted on the first day of each month at 0800 hours? (AFMAN 23-110, Volume I, Part 3, Chapter 4, Paragraph 4.75)
- A1.4.8.15. Is there an inspection of all active inventory under the missile fuels management category daily, Monday through Friday, to ensure all tanks and property in storage are secure and safe? (AFMAN 23-110, Volume I, Part 3, Chapter 4, Paragraph 4.75)